Regal Beloit America, Inc.

User Guide

centuryelectricmotor.com Customer Portal

(Includes Public Portal Enhancements)

Regal Beloit America, Inc.
531 North Fourth Street Tipp City, OH 45371 www.centuryelectricmotor.com
Copyright 2012, Regal-Beloit Corporation.
All Rights Reserved.

REVISION HISTORY

Date	Author	Version	Change Reference
2-15-2010	Scaggs, Heather	Draft	Created draft document of Century Elelectric MotorsWork Aid
2-25-2010	Greve, Nick	1.0	Outline Functionality
3-15-2010	Greve, Nick	1.1	Outline Functionality
3-23-2010	Greve, Nick	1.2	Outline Functionality
3-24-2010	Greve, Nick	1.3	Outline Functionality
3-25-2010	Greve, Nick	1.4	Refine Functionality, Screen Shots,
3-26-2010	Greve, Nick	1.5	Refine, Screen Shots,
3-31-2010	Greve, Nick	1.6	Revise
4-14-2010	Greve, Nick	1.7	Revise
4-15-2010	Greve, Nick	1.8	Revise
4-19-2010	Greve, Nick	1.9 Final	Final
11-15-2010	Greve, Nick	2.0 Revised	Add/Refine Functionality from Point Release 2.1 Enhancements
2-2-2011	Greve, Nick	2.1 Revised	Updated Screen Shots from Point Release 2.2
12-5-2011	Greve, Nick	2.2 Revised	Updated to include enhancements from Point Release 2.4
8/7/2012	Greve, Nick	2.3 Revised	Updated to remove A. O. Smith references
10/18/2012	Greve, Nick	2.4 Revised	Updated to remove aosmithmotors.com references
3/20/2013	Greve, Nick	2.5 Revised	Updated to remove aosmithmotors.com references

The contents of this document are confidential and proprietary, and may not be reproduced, stored in a retrieval system, or transmitted by any form or by any means without the expressed written permission of Regal-Beloit Corporation.

For more information, contact:

Regal Beloit America, Inc.
531 N. Fourth Street
Tipp City, OH 45371
(937) 667-2431

All information in this document is proprietary and confidential.

TABLE OF CONTENTS

1 INTRODUCTION 1
1.1 Purpose and Scope 1
1.2 Organization 1
1.3 Points of Contact 1
1.4 Glossary 1

2 FUNCTIONALITY 2
2.1 Customer Login 2
2.2 Order Management 4
2.2.1 Generate an Order 4
2.2.2 Add to Cart 4
2.2.2.1 Add to Cart - Using Homepage Search 4
2.2.2.2 Add to Cart - Using Century Electric Motors Catalog 7
2.2.2.3 Add to Cart - Using Express Order Entry 10
2.2.2.4 Add to Cart - Using Advanced Catalog Search 13
2.2.2.5 Add to Cart – Using Quick Order Entry 15
2.2.3 Shopping Cart Review 17
2.2.4 Create Order Template 18
2.2.5 Order Checkout 21
2.2.6 Order Status 23
2.2.6.1 30 Day Order History 23
2.2.6.2 Order Summary 25
2.2.6.3 Track a Shipment 26
2.2.7 Advanced Search 28
2.2.8 Check Inventory 30
2.2.9 Generate Order from Template 32
2.2.10 Copy an Existing Order 34
2.2.11 Suggested Replacement Items 35
2.2.11.1 Find Suggested Replacements – Using Homepage Search 35
2.2.11.2 Find Suggested Replacements – Using Century Electric Motors Catalog 37
2.2.11.3 Find Suggested Replacements – Using Express Order Entry 39
2.2.11.4 Find Suggested Replacements – Using Advanced Catalog Search 41
2.2.11.5 Find Suggested Replacement – Using Quick Order Entry 43
2.3 Account Information (Account Receivable Status) 46
2.4 Personal Admin 47
2.5 Customer Selection 47
2.6 Public Catalog Search 49
2.7 Cross Reference 51
2.8 Distributor Locator 53
2.9 Service Shop Locator 54

3 ERROR HANDLING 56

All information in this document is proprietary and confidential.

1 INTRODUCTION

This work aid (user manual) contains all essential information for the user to make full use of the Century Electric Motors system. This manual includes a description of the Century Electric Motors website functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for access and use.

1.1 Purpose and Scope

The purpose of this document is to support the customer when executing any functional capabilities of the Century Electric Motors System.

1.2 Organization

This document is organized by order of functionality in relationship to the customers initial use of the Century Electric Motors System.

1.3 Points of Contact

If you are experiencing technical difficulties while using the Century Electric Motors System, please contact your CSR (customer service representative) or contact Regal Beloit America, Inc. Web Administrator Gary Thompson and eCommerce Specialist Nick Greve. Our Help Desk is also available at 1-800-543-9450 x2236 or by email at helpdesk@aosepc.com.

1.4 Glossary

CSR – Customer Service Representative

All information in this document is proprietary and confidential.

2 FUNCTIONALITY

This section contains the functional elements of the customer portal. Detailed functionality, user guidelines and screen shots for each of these elements can be found in each of the corresponding sections.

2.1 Customer Login

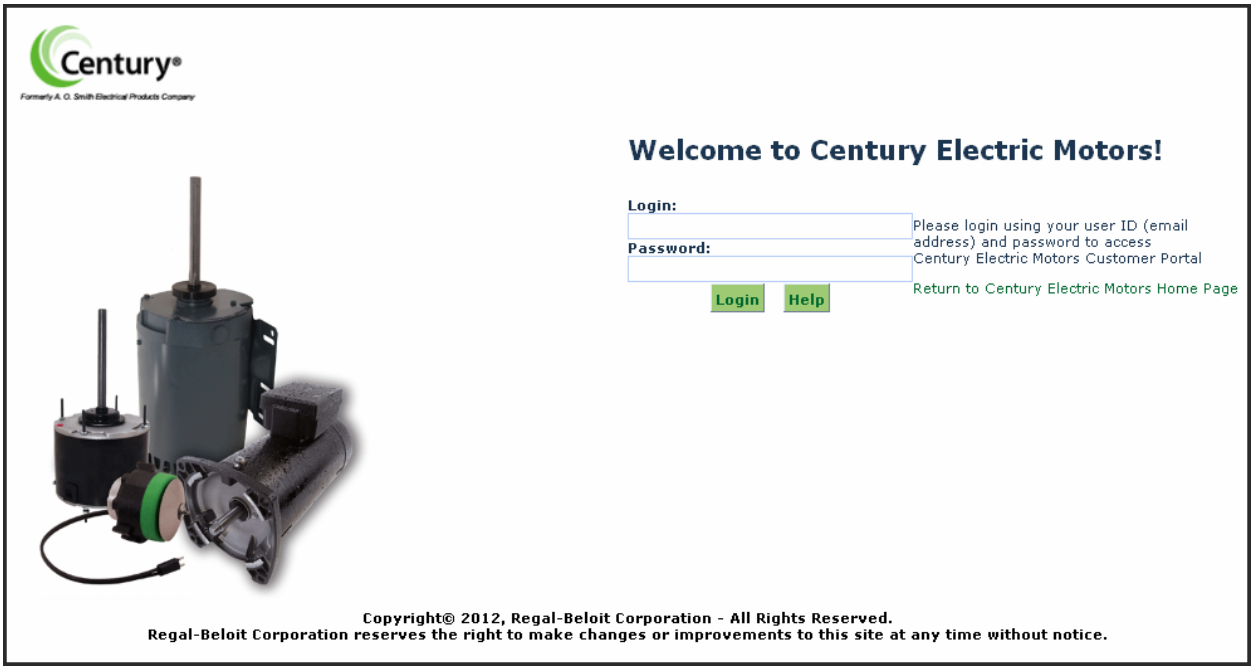
Customers can login to the customer portal to access pricing, product availability, place an order, check order status, track a shipment and view order history as well as view accounts receivable information.

Note: This site requires the approved login & password you received from the Regal eCommerce Specialist Nick Greve. Be sure to have that information before attempting to login.

To login:

1. Go to www.centuryelectricmotor.com
2. CLICK: the "Login" button on the right side of the of the screen to display login screen as seen below in Figure 2.1-A
3. Enter the approved login name.
4. Enter the approved password.
5. CLICK: on "Login".

Figure 2.1-A


Century
Formerly A. O. Smith Electrical Products Company
Welcome to Century Electric Motors!
Login:
Password:
Login
Help
Please login using your user ID (email address) and password to access Century Electric Motors Customer Portal
Return to Century Electric Motors Home Page
Copyright© 2012, Regal-Beloit Corporation - All Rights Reserved.
Regal-Beloit Corporation reserves the right to make changes or improvements to this site at any time without notice.

All information in this document is proprietary and confidential.

6. If your User ID is associated with more than one account, continue with step 7. Otherwise, you should be on the Home Page now.

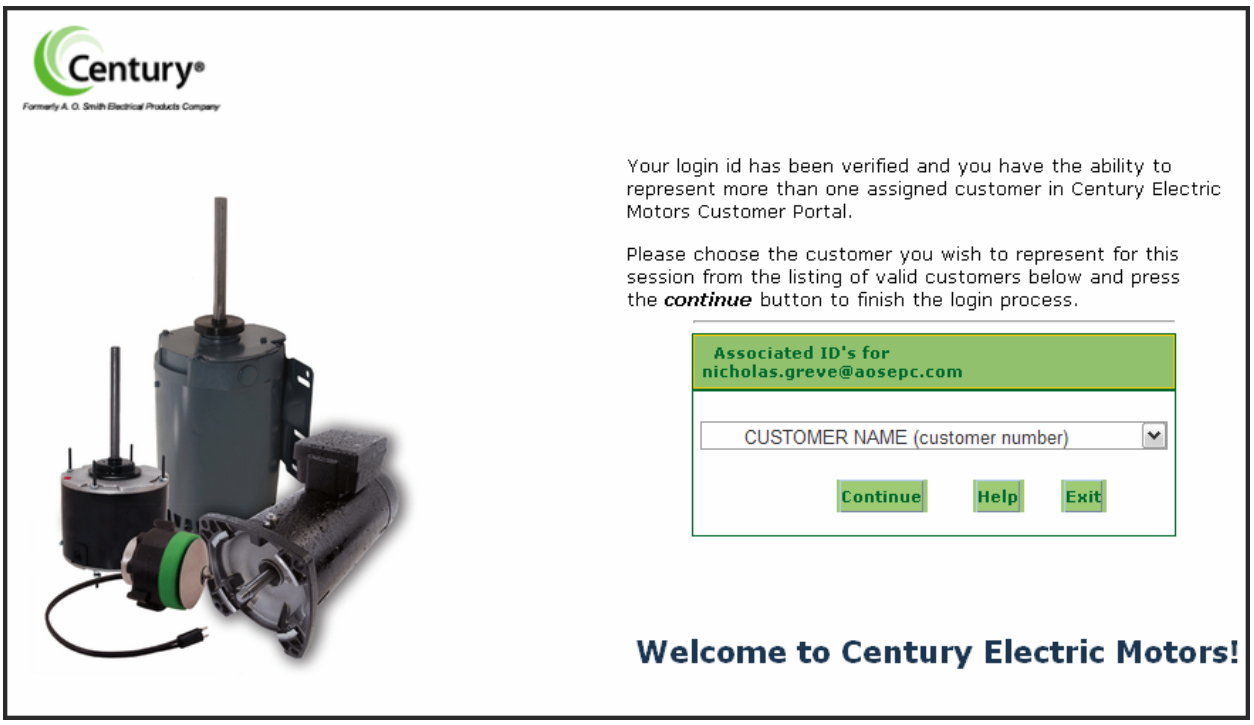
7. Select the Customer Number as shown in Figure 2.1-B

   Note: To access Order Management Data be sure to select the Customer Name and customer number that does ***not*** include a "BT" in the customer number.

   Note: To access Accounts Receivable Data be sure to select the Customer Name and customer number that ***includes*** a "BT" in the customer number.

8. CLICK: on "Continue"

Figure 2.1-B


Century
Formerly A. O. Smith Electrical Products Company
Your login id has been verified and you have the ability to represent more than one assigned customer in Century Electric Motors Customer Portal.
Please choose the customer you wish to represent for this session from the listing of valid customers below and press the continue button to finish the login process.
Associated ID's for nicholas.greve@aosepc.com
CUSTOMER NAME (customer number)
Continue
Help
Exit
Welcome to Century Electric Motors!

Proceed to Section 2.2 Order Management or Section 2.3 Account Receivable Status for functional capability.

All information in this document is proprietary and confidential.

2.2 Order Management

This section describes the customer functions related to managing orders by:

1. Generating an order
2. Adding items to the cart
3. Reviewing the shopping cart
4. Creating order template
5. Order checkout
6. Generating order from template
7. Order status

2.2.1 Generate an Order

There are 3 steps required to generate an order.

- STEP 1: Add an Item to the Cart
- STEP 2: Review Your Order
- STEP 3: Checkout

There is an additional step to Create an Order Template for parts that are ordered in a repetitive format or on a normal basis. This is not a required step in the process of generating an order, but is outlined for the convenience of the user.

2.2.2 Add to Cart

There are several methods available for adding parts to the cart. Listed in this section are all the current methods for adding items to the shopping cart. Each method is optimized for generating orders of varied levels of complexity.

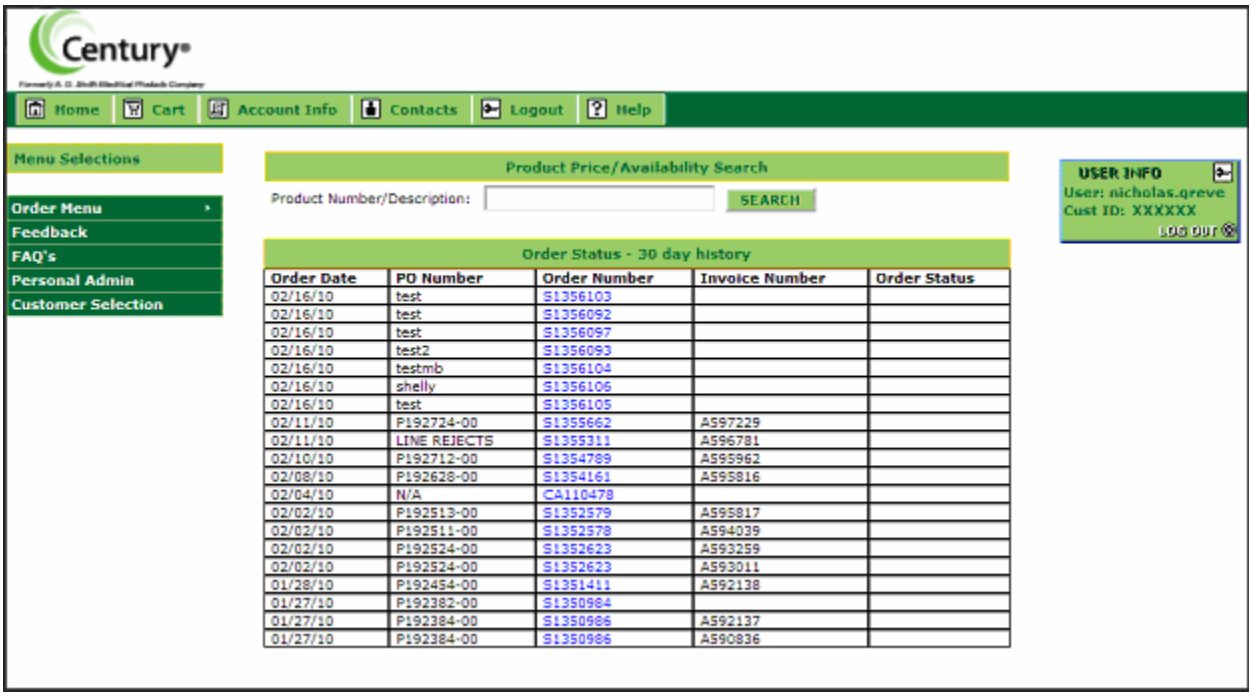
2.2.2.1 Add to Cart - Using Homepage Search

This method allows customers to add parts to the shopping cart after performing a Product Price/Availability search from the Century Elelectric Motors home page.

- **STEP 1:**
  From the home page; enter the product number or part of the description in the “Product Number/Description” Field as seen in Figure 2.2.2-A and CLICK ON: “Submit”.

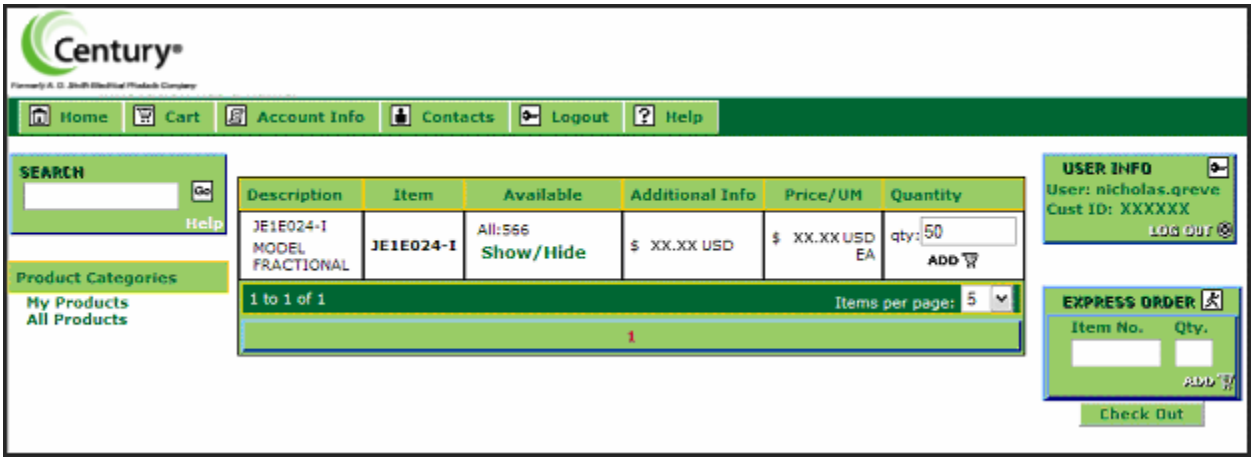
All information in this document is proprietary and confidential.

Figure 2.2.2–A



- **STEP 2:**
  Enter the desired quantity in the “Quantity” Field and CLICK ON: “ADD”.

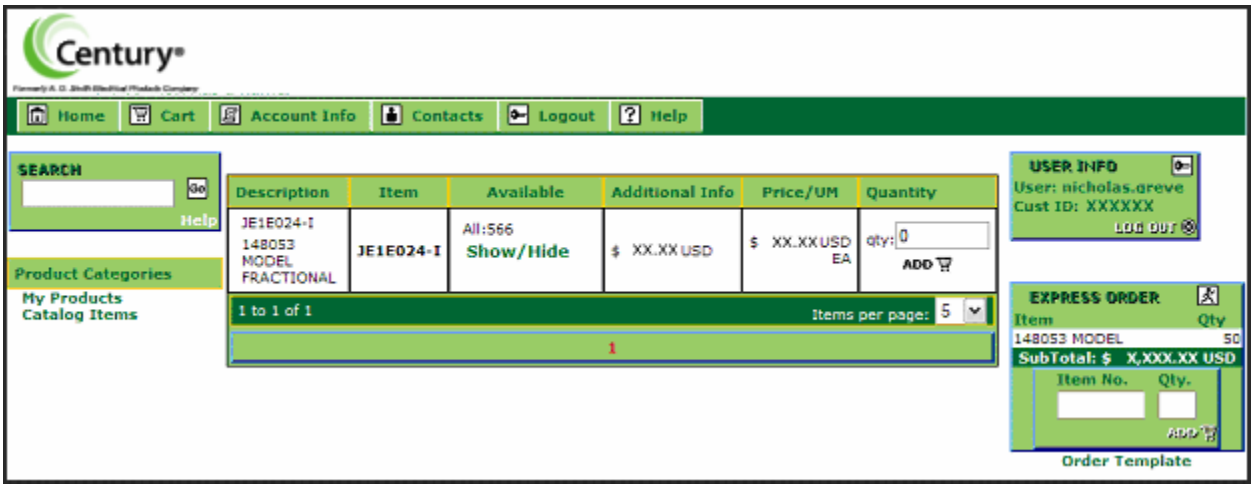
Figure 2.2.2-B



The items added to the cart should now be visible in the “Express Order” window on the right portion of the screen as seen below in Figure 2.2.2-C.

All information in this document is proprietary and confidential.

Figure 2.2.2-C



- **STEP 3:**
  When the Cart has been populated to the desired quantity go to section 2.3.2 Shopping Cart Review to proceed with the Check Out Process.

All information in this document is proprietary and confidential.

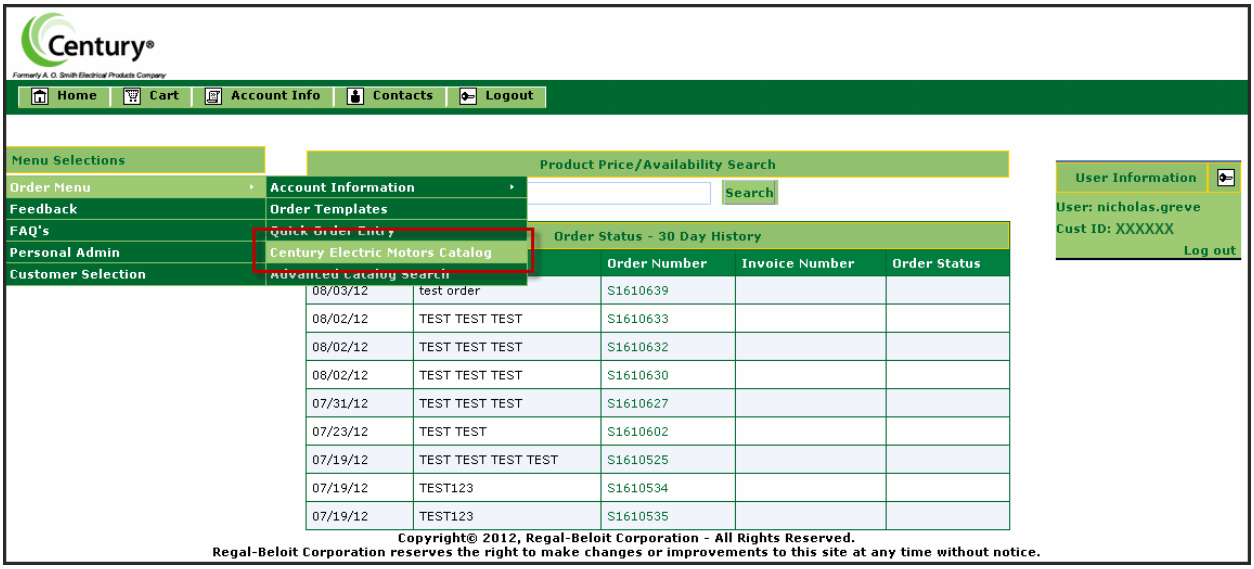
2.2.2.2 Add to Cart - Using Century Electric Motors Catalog

This method allows web customers to add parts to the shopping cart after performing a customer product catalog search.

- **STEP 1:**
  From the home page, navigate to the Catalog from the Menu Selections on the left of the screen.

  MOUSE OVER: “Order Menu” and CLICK ON: “Century Electric Motors Catalog” as seen below in Figure 2.2.2-D

Figure 2.2.2-D

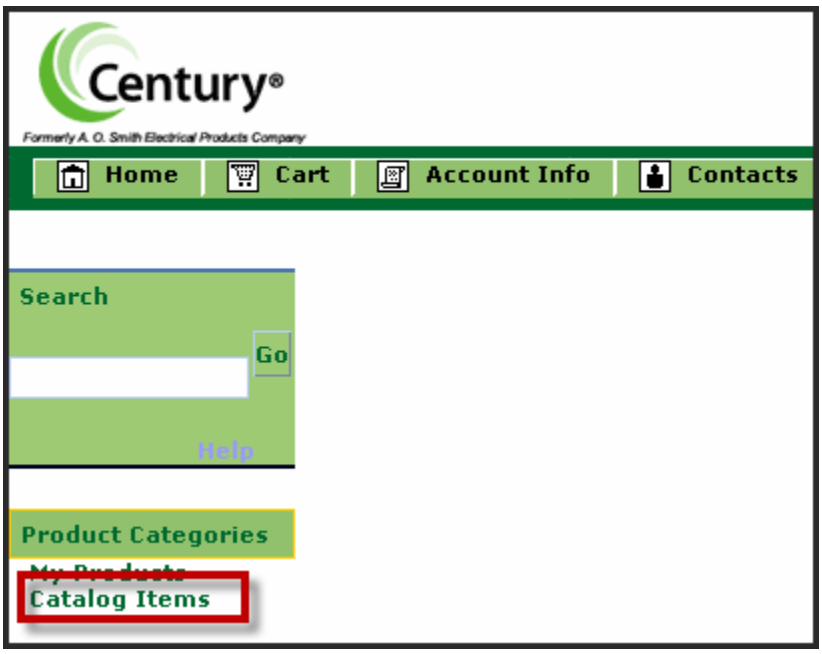


All information in this document is proprietary and confidential.

- **STEP 2:**
  To see a list of all items in the Catalog:
  CLICK ON: “Catalog Items” beneath “Product Categories” as seen in Figure 2.2.2-E

  To see a list of customer specific Products:
  CLICK ON: “My Products” beneath “Product Categories”

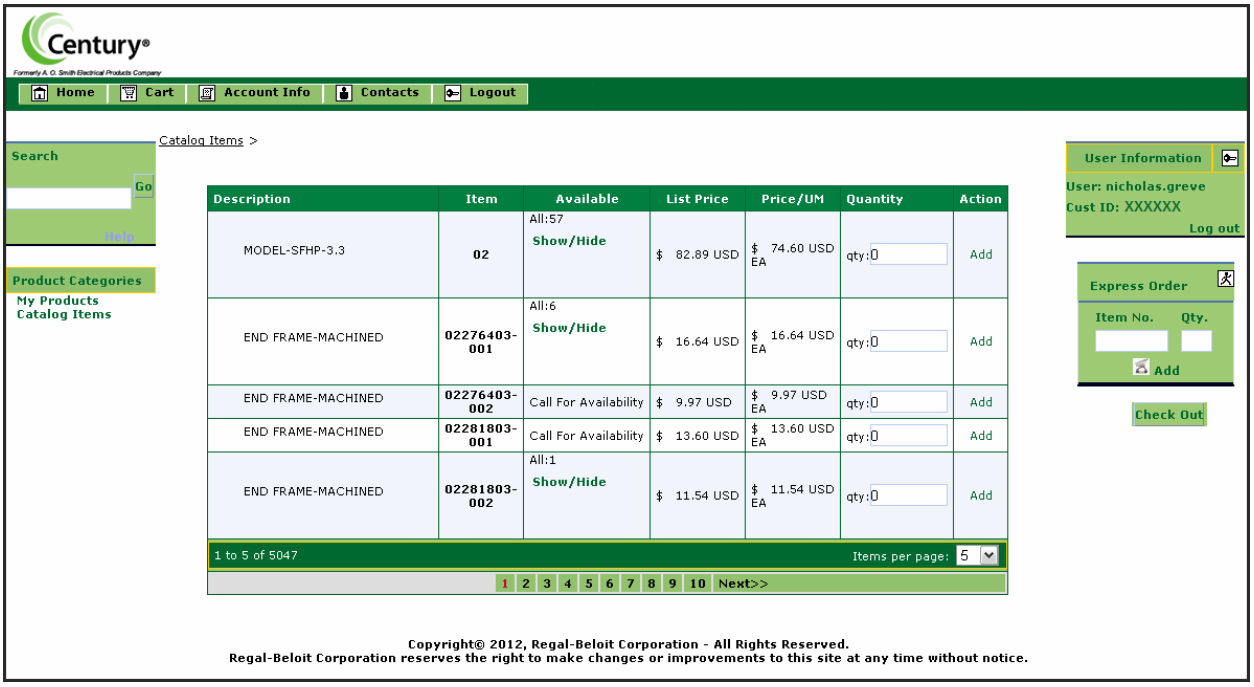
Figure 2.2.2-E



All information in this document is proprietary and confidential.

- **STEP 3:**
  Find the desired item to add to the cart and enter the desired quantity in the “Quantity” Field and CLICK ON: “ADD”. The items added to the cart should now be visible in the “Express Order” window on the right portion of the screen. When the Cart has been populated to the desired quantity go to section 2.3.2 Cart Review to proceed with the Check Out Process.

Figure 2.2.2-F



All information in this document is proprietary and confidential.

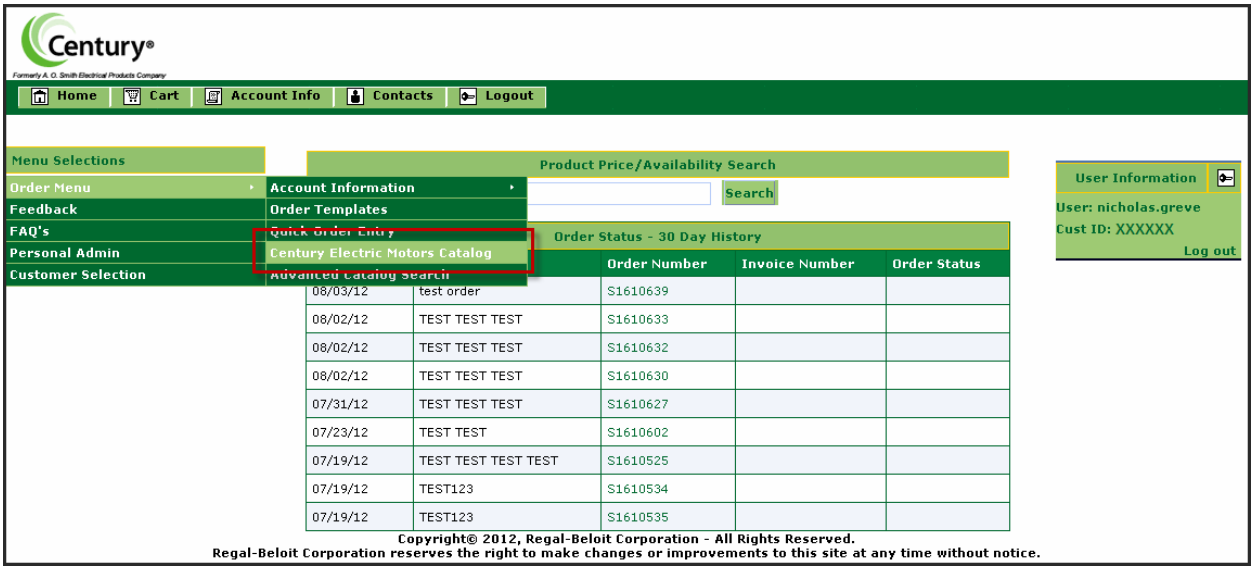
2.2.2.3 Add to Cart - Using Express Order Entry

This method allows web customers to quickly add items by entering a Stock Number or Customer Part Number within a tabular format, and then adding the list of parts to the shopping cart.

- **STEP 1:**
  From the home page, navigate to the Catalog from the Menu Selections on the left of the screen.

  MOUSE OVER: “Order Menu” and CLICK ON: “Century Electric Motors Catalog” as seen below in Figure 2.2.2-G.

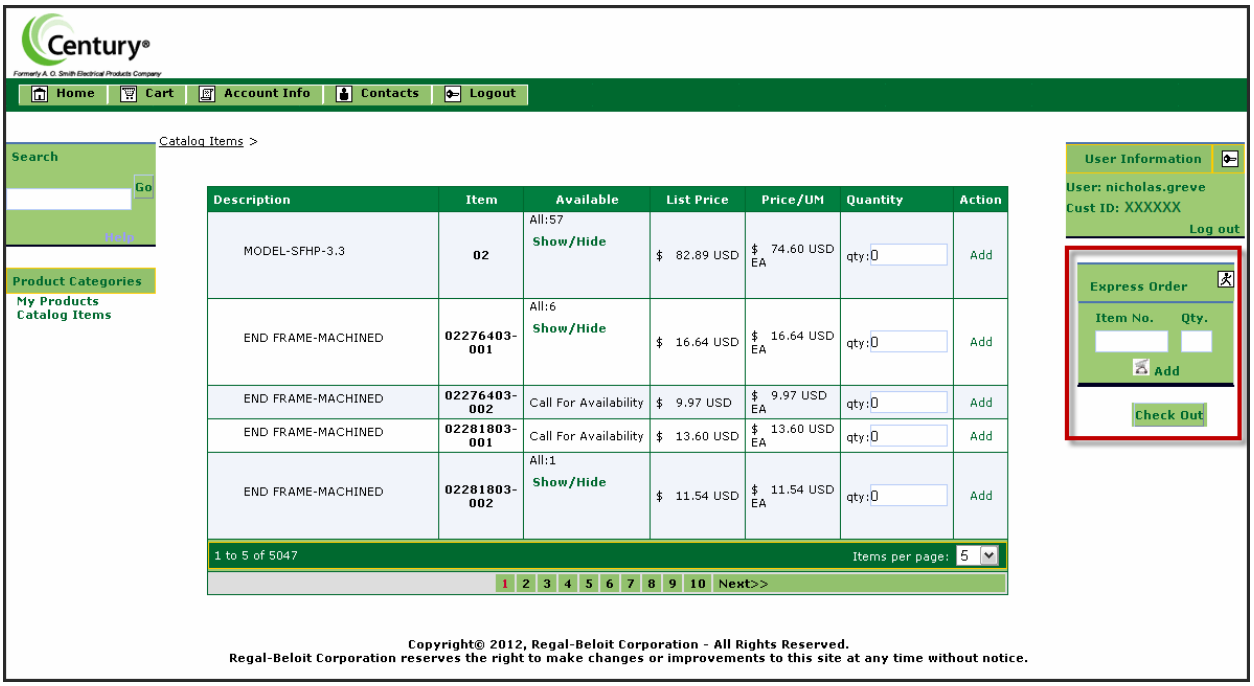
Figure 2.2.2-G



All information in this document is proprietary and confidential.

- **Step 2:**
  Locate the “Express Order Entry” widget on the right side of the screen as seen below in Figure 2.2.2-H. ENTER THE ITEM NUMBER in the “Item No.” field then, ENTER A QUANTITY in the “Qty” field and CLICK ON: “ADD”.

Figure 2.2.2-H

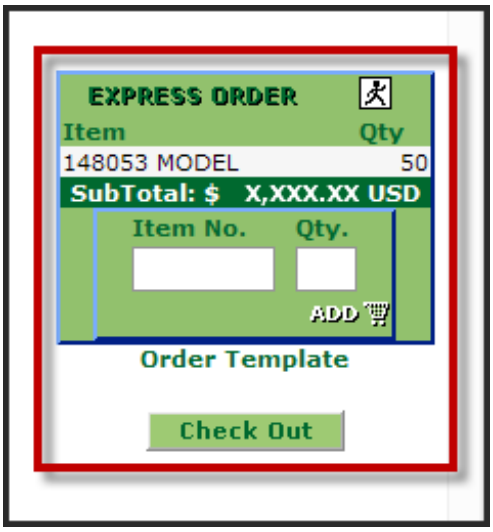


The page will immediately refresh and populate the “Express Order” widget with the item and quantity that was added. An updated subtotal will also be visible as seen in the example below in Figure 2.2.2-I.

Multiple items can be added to the shopping cart using the “Express Order” widget. When the Shopping Cart has been populated to the desired amount, proceed to section 2.3.2 Shopping Cart Review to proceed with the Check-Out Process.

All information in this document is proprietary and confidential.

Figure 2.2.2-I



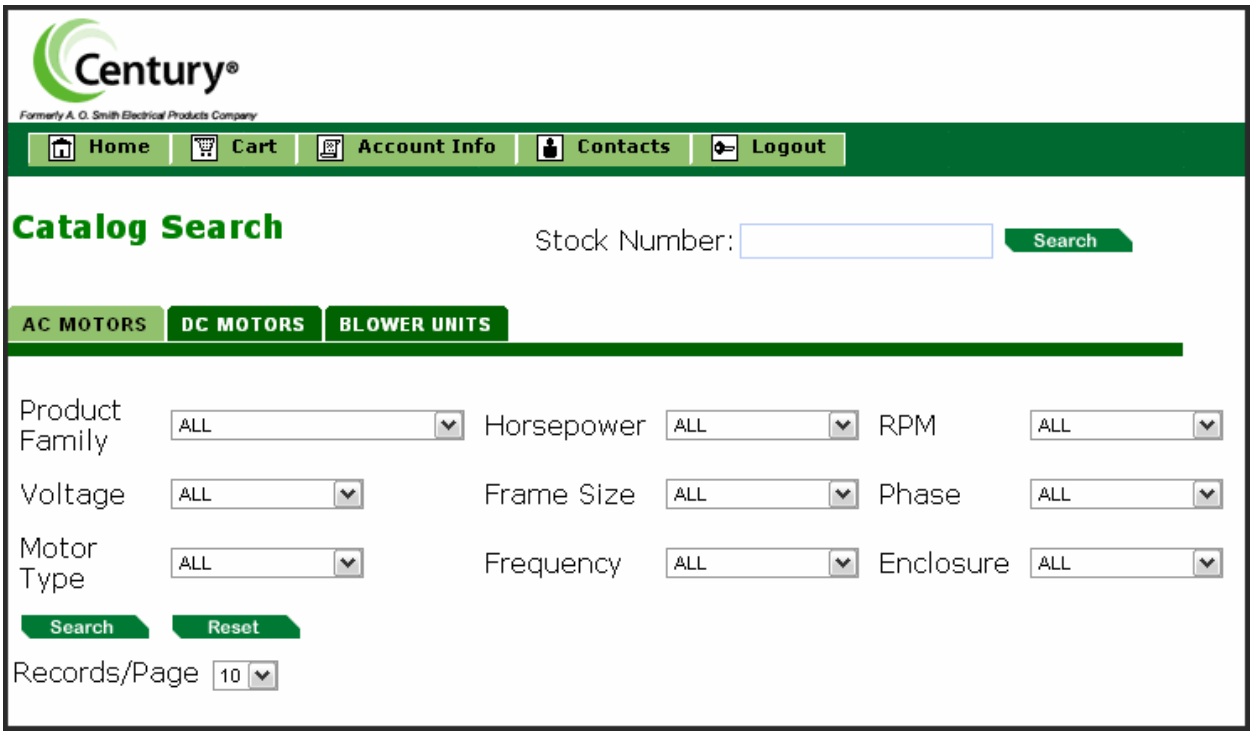
All information in this document is proprietary and confidential.

2.2.2.4 Add to Cart - Using Advanced Catalog Search

Use the Advanced Search function to find items to add to the cart based on product family, horsepower, voltage, RPM, frame size, phase, motor type, frequency and enclosure.

MOUSE OVER: “Order Menu” and CLICK: the “Advanced Catalog Search” menu option which displays the screen in Figure 2.2.2-J.

Figure 2.2.2-J



1. Use the Motor Type Tabs Labeled: “AC MOTORS”, “DC MOTORS” and “BLOWER UNITS” to select the product type.

2. Select a motor attribute (ie. Product Family) to search by.

3. CLICK: “Search” displays results as seen below in Figure 2.2.2-K.

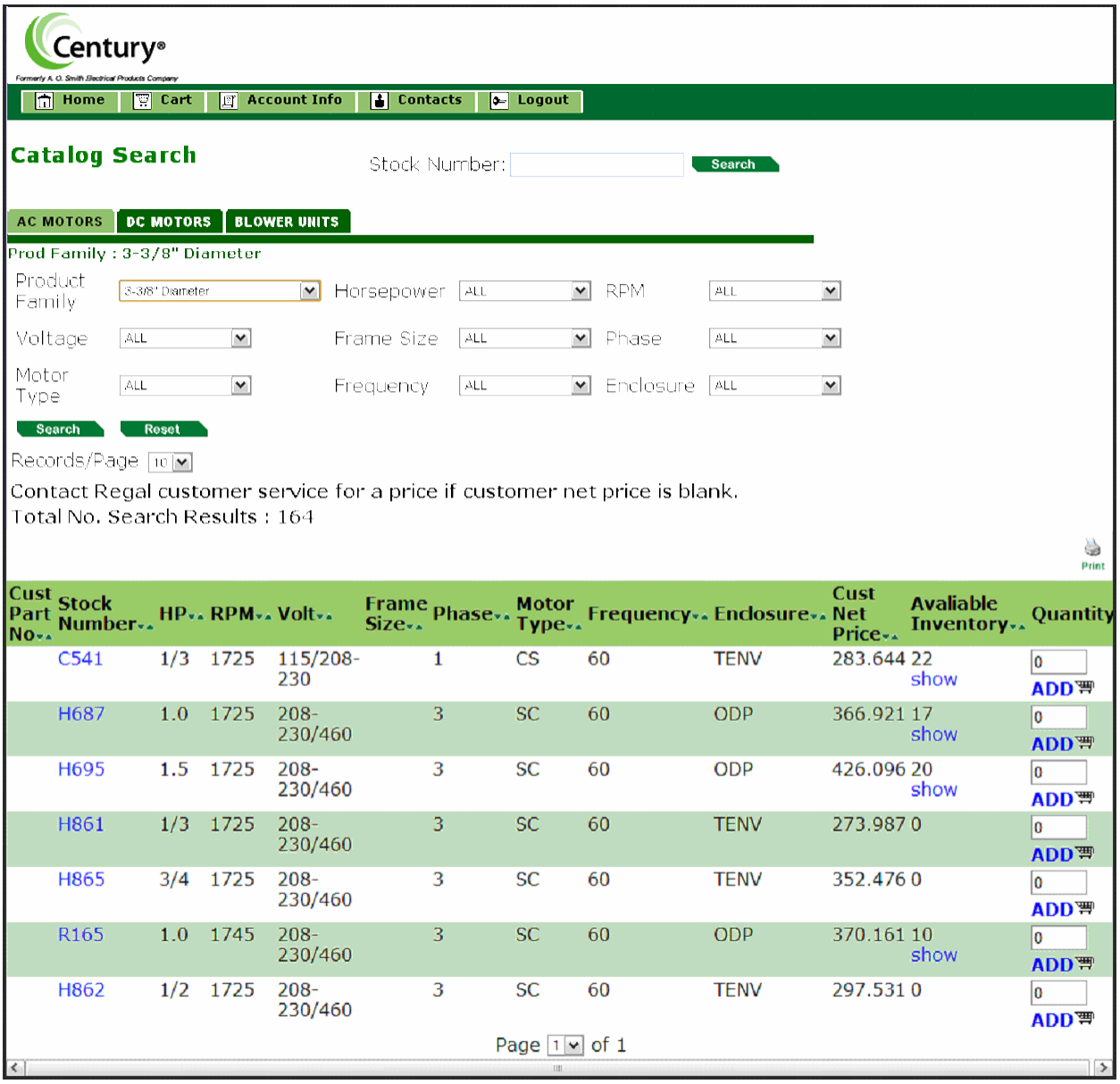
4. Repeat steps 2 and 3 to refine the search.

5. Enter quantity desired in the “Quantity” field associated with the item.

6. CLICK: “Add to Cart” to add the item to the shopping cart and go to section 2.3.2 Shopping Cart Review to proceed with the Check-Out Process.

All information in this document is proprietary and confidential.

Figure 2.2.2-K



All information in this document is proprietary and confidential.

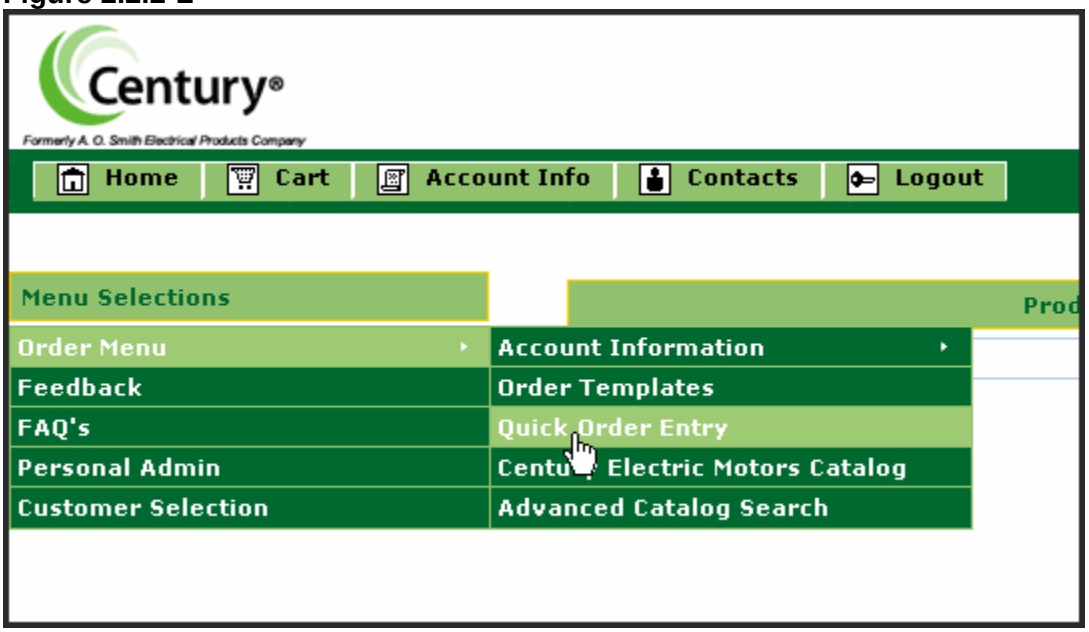
2.2.2.5 Add to Cart – Using Quick Order Entry

This method allows web customers to quickly add items by entering a Stock Number or Customer Part Number and quantity line by line, and then adding the entire list of items to the shopping cart at one time. This method of order entry does not allow for checking availability prior entering an item. Quick order entry is meant for quickly entering multiple line items at a rapid pace and placing an order regardless of availability.

From the home page, navigate to Quick Order Entry from the Menu Selections on the left of the screen.

MOUSE OVER: “Order Menu” and CLICK ON: “Quick Order Entry” as seen below in Figure 2.2.2-L.

Figure 2.2.2-L



All information in this document is proprietary and confidential.

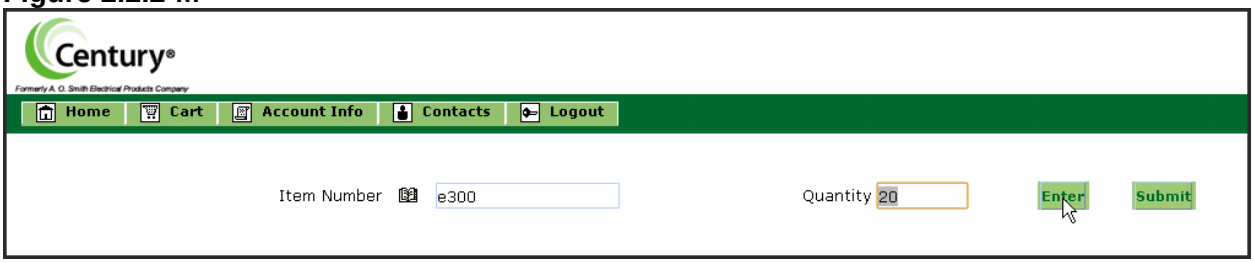
Enter all the items and quantities you would like to order. As seen below in Figure 2.2.2-M.

1. Enter the Item Number in the “Item Number” field.
2. Enter a quantity in the “Quantity” field.
3. CLICK: ”Enter”
4. Repeat steps 1-3 until all your line items have been entered.
5. CLICK: “Submit”

NOTE: All item numbers are validated before they are entered to the shopping cart. If one of your line items is invalid the screen will refresh displaying which items were submitted and which items were not. If suggested replacements are available for an item go to Find Suggested Replacement – Using Quick Order Entry for step by step instructions. At this point CLICK on the “Cart” button to view all the items in the cart and proceed with checkout.

If all the items you entered were valid you will be automatically be redirected to the shopping cart to complete your order.

Figure 2.2.2-M

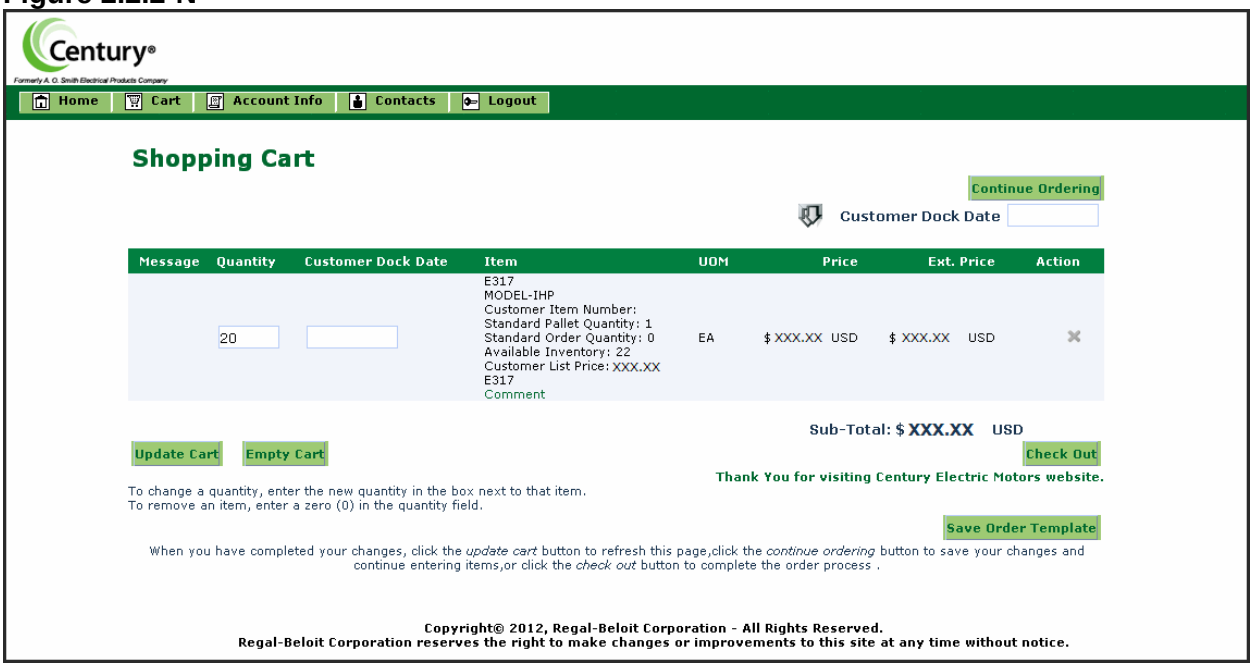


All information in this document is proprietary and confidential.

2.2.3 Shopping Cart Review

The shopping cart contains the list of parts and quantities to be ordered. The web customer has the ability to view the contents of the shopping cart, modify order quantities, and/or delete items.

Figure 2.2.2-N


Century
Home
Cart
Account Info
Contacts
Logout
Shopping Cart
Continue Ordering
Customer Dock Date
Message
Quantity
Customer Dock Date
Item
UOM
Price
Ext. Price
Action
E317
MODEL-IHP
Customer Item Number:
Standard Pallet Quantity: 1
Standard Order Quantity: 0
Available Inventory: 22
Customer List Price: XXX.XX
E317
Comment
20
EA
$ XXX.XX USD
$ XXX.XX USD
Sub-Total: $ XXX.XX USD
Update Cart
Empty Cart
Check Out
Thank You for visiting Century Electric Motors website.
To change a quantity, enter the new quantity in the box next to that item.
To remove an item, enter a zero (0) in the quantity field.
Save Order Template
When you have completed your changes, click the update cart button to refresh this page,click the continue ordering button to save your changes and continue entering items,or click the check out button to complete the order process .
Copyright© 2012, Regal-Beloit Corporation - All Rights Reserved.
Regal-Beloit Corporation reserves the right to make changes or improvements to this site at any time without notice.

If you would like to create an order template for parts that are ordered in a repetitive format or on a normal basis. CLICK ON: “Save Order Template” as seen in the window above and proceed to section 2.2.4 Create Order Template.

If you do not wish to create an order template and wish to Checkout, CLICK ON: “Check Out” and proceed to section 2.2.5 Order Checkout.

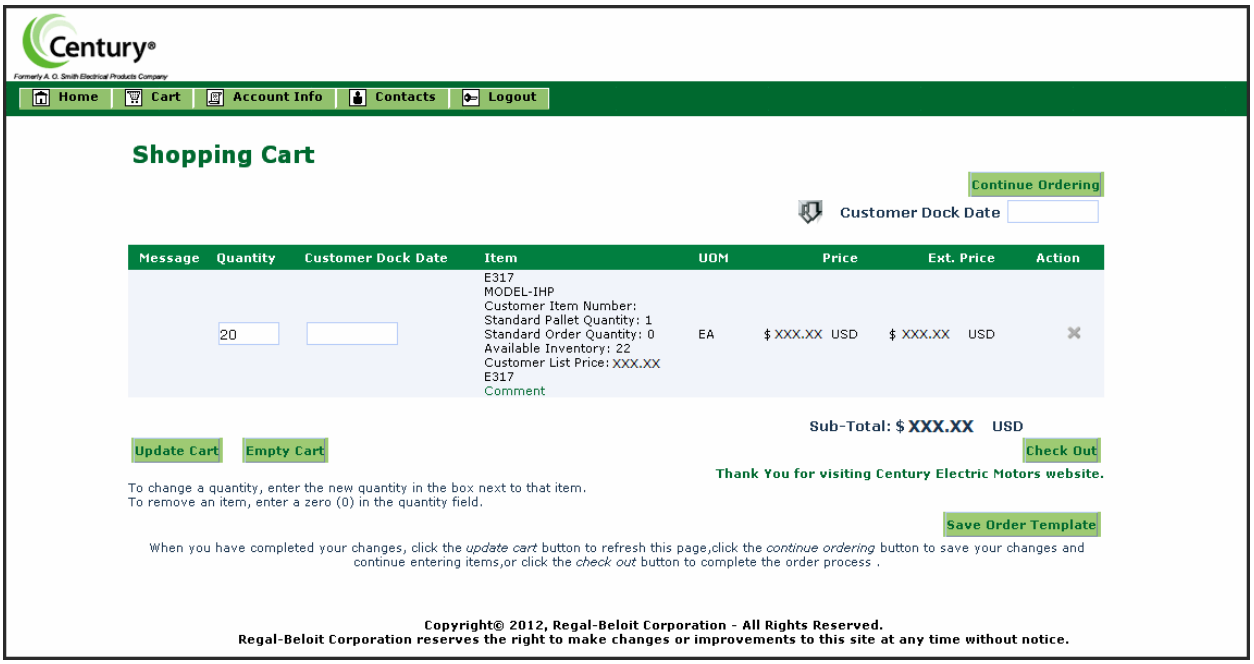
All information in this document is proprietary and confidential.

2.2.4 Create Order Template

This function allows web customers to create order templates - complete with part numbers and quantities - that can be used to adding a list of parts to the shopping cart. This allows web customers to tailor a template for parts that are ordered in a repetitive format or on a normal basis.

- **STEP1: Save Order Template**
  From inside the "Shopping Cart Review" Page CLICK ON: the "Save Order Template" Button as seen below in Figure 2.2.4-A.

Figure 2.2.4–A


Century
Formerly A. O. Smith Electrical Products Company
Home
Cart
Account Info
Contacts
Logout
Shopping Cart
Continue Ordering
Customer Dock Date
Message
Quantity
Customer Dock Date
Item
UOM
Price
Ext. Price
Action
E317
MODEL-IHP
Customer Item Number:
Standard Pallet Quantity: 1
Standard Order Quantity: 0
Available Inventory: 22
Customer List Price: XXX.XX
E317
Comment
20
EA
$ XXX.XX USD
$ XXX.XX USD
Sub-Total: $ XXX.XX USD
Update Cart
Empty Cart
Check Out
Thank You for visiting Century Electric Motors website.
To change a quantity, enter the new quantity in the box next to that item.
To remove an item, enter a zero (0) in the quantity field.
Save Order Template
When you have completed your changes, click the update cart button to refresh this page,click the continue ordering button to save your changes and continue entering items,or click the check out button to complete the order process .
Copyright© 2012, Regal-Beloit Corporation - All Rights Reserved.
Regal-Beloit Corporation reserves the right to make changes or improvements to this site at any time without notice.

All information in this document is proprietary and confidential.

- **STEP2: Name the Order Template**
  Save the current order as a new Order Template by entering a new Order Template name. Then CLICK “Save Order Template” as shown in Figure 2.2.4-B.

  Update an existing Order Template by entering that Order Template name. If you do not remember the Order Template name, you can browse for a previously saved Order Template by clicking on the icon next to the input box.

Figure 2.2.4–B

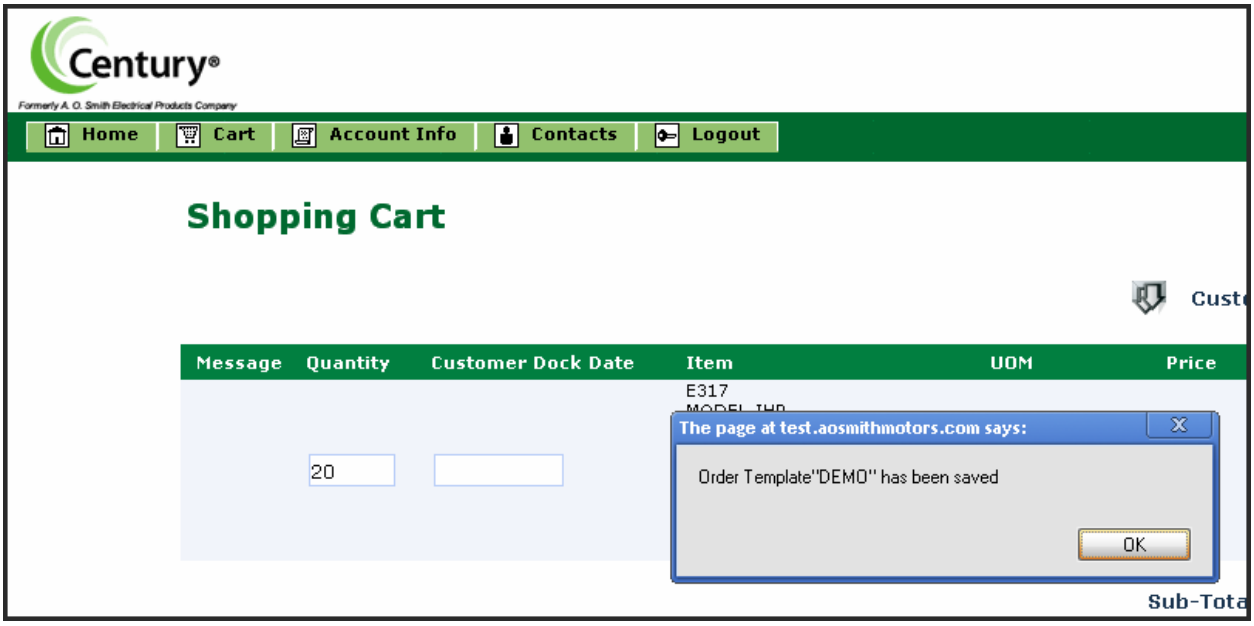
Century
Formerly A. O. Smith Electrical Products Company
Home
Cart
Account Info
Contacts
Logout
Save Order Template
You can save the current order as a new Order Template by entering a new Order Template name.You can update an existing Order Template by entering that Order Template name.If you DO not remember the Order Template name, you can browse from previously saved Order Template..
Enter Order Template: DEMO
RETURN to Shopping Cart
Save Order Template
Copyright© 2012, Regal-Beloit Corporation - All Rights Reserved.
Regal-Beloit Corporation reserves the right to make changes or improvements to this site at any time without notice.

All information in this document is proprietary and confidential.

- **STEP 3: Confirm Save Order Template**
  To complete saving the order template click the “OK” button on the message window as seen in Figure 2.2.4-C.

  You have now successfully saved your Order Template CLICK ON: “Check Out” and proceed to 2.2.5 Order Checkout.

Figure 2.2.4–C



NOTE:

- Order Templates are related to the Customer ID ***not*** the username.
- Any user associated with a Customer ID can create, modify, & delete an Order Template.

All information in this document is proprietary and confidential.

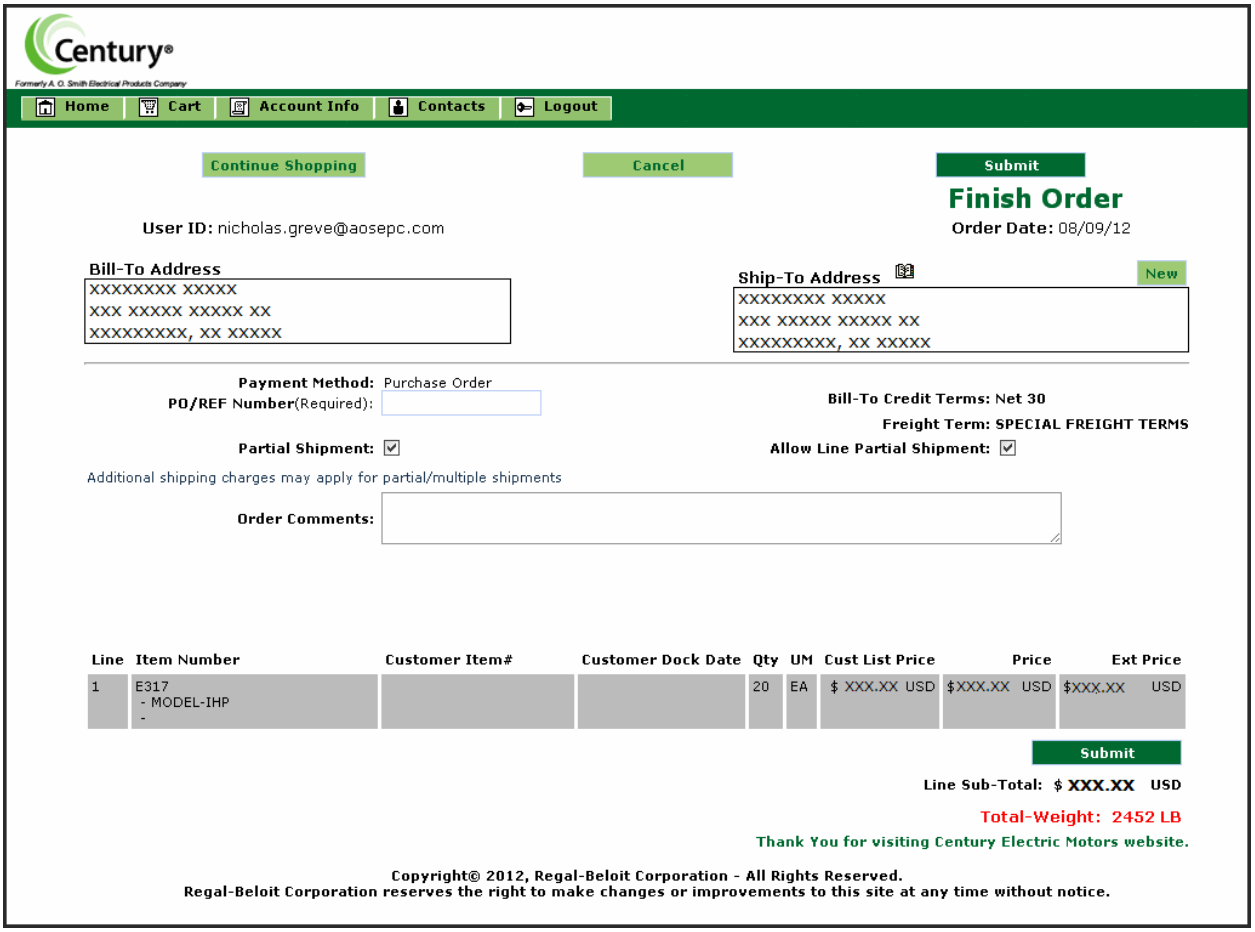
2.2.5 Order Checkout

The checkout process provides a final review of the order (line items, shipping address, payment terms, terms and conditions, etc.) before it is submitted for processing.

- **Step 1: Enter PO/REF Number**
  Before you may submit your order you are REQUIRED to give your order a PO Number. Enter a PO/REF Number in the field shown in Figure 2.2.5-A.

  Any comments or special instructions related to your order should also be entered in the corresponding field seen in Figure 2.2.5-A. These comments will display as a header at the top of your order upon submission.

Figure 2.2.5–A



All information in this document is proprietary and confidential.

- **Step 2: Submit Order**
  Before placing your order be sure to review the all the information as seen in Figure2.2.5-A to be sure that all the information related to the order is correct.

  After the information has been verified be sure to CLICK ON: “Submit” and a confirmation screen will be displayed.

All information in this document is proprietary and confidential.

2.2.6 Order Status

The purpose of this function is to allow the customer to check the status of an order that has been placed regardless of the order method. There are a few ways to check the status of an order while logged in to the customer portal.

- Option 1 – Check 30 Day Order History
- Option 2 – Order Summary Search
- Option 3 – Track a Shipment

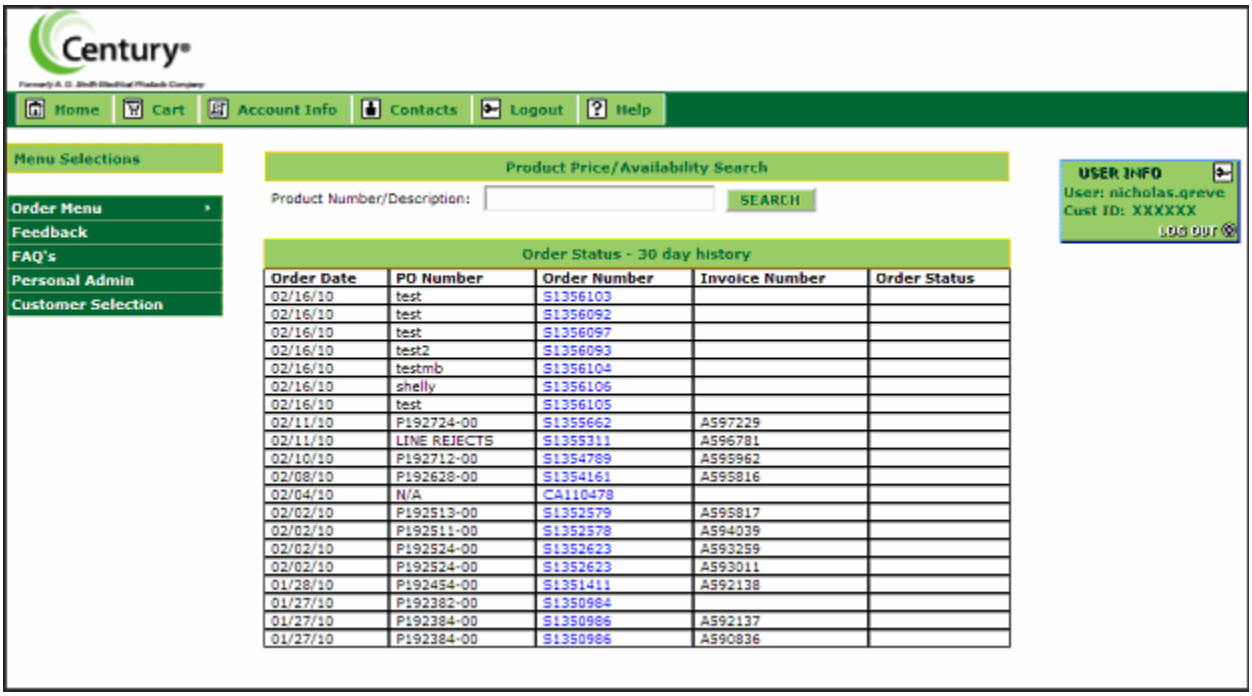
2.2.6.1 30 Day Order History

If an order has been submitted in the past 30 days, there is a quick and easy access to all those orders from the home page of the customer portal.

All orders entered (regardless of the order method) in the last 30 days may be seen in the "Order Status – 30 day history" window on the home page as shown in Figure 2.2.6-A.

To reference an order that has exceeded the "Order Status – 30 day history" window on the home page, refer to section 2.2.6.2 Order Summary to conduct a comprehensive search for an order.

Figure 2.2.6–A



Order Date	PO Number	Order Number	Invoice Number	Order Status
02/16/10	test	S1356103		
02/16/10	test	S1356092		
02/16/10	test	S1356097		
02/16/10	test2	S1356093		
02/16/10	testmb	S1356104		
02/16/10	shelly	S1356106		
02/16/10	test	S1356105		
02/11/10	P192724-00	S1355662	A597229	
02/11/10	LINE REJECTS	S1355311	A596781	
02/10/10	P192712-00	S1354789	A595962	
02/08/10	P192628-00	S1354161	A595816	
02/04/10	N/A	CA110478		
02/02/10	P192513-00	S1352579	A595817	
02/02/10	P192511-00	S1352578	A594039	
02/02/10	P192524-00	S1352623	A593259	
02/02/10	P192524-00	S1352623	A593011	
01/28/10	P192454-00	S1351411	A592138	
01/27/10	P192382-00	S1350984		
01/27/10	P192384-00	S1350986	A592137	
01/27/10	P192384-00	S1350986	A590836	

To view details of the order status CLICK ON: the "Order Number" Link as seen above in figure 2.2.6-A. The detailed view of the order will immediately load similar to the example shown below in Figure 2.2.6-B.

All information in this document is proprietary and confidential.

Figure 2.2.6–B

Generated 02/26/10 by nicholas.greve@aosepc.com

Order Tracking

Sales Order History

Sales Order: S1356103

Ship-To: TEST COMPANY
531 NORTH FOURTH ST
TIPP CITY, OH 45371
UNITED STATES OF AMERICA
Telephone: 937-667-2431

Customer: TEST COMPANY
531 NORTH FOURTH ST
TIPP CITY, OH 45371
UNITED STATES OF AMERICA
Telephone: 937-667-2431

Customer Dock Date: ? **Order Date:** 02/16/10

PO: test **Ship Via:** **Ship Date:** ? **Quote:**

BOL: 23789837625511 **Status:**

Promise Date: 04/05/10

Ln	Item Number	Site	UM	Ordered	Qty In Process	Price	Extended Price	Promise Date
1	F48M14A13 MODEL FRACTIONAL	1021	EA	50.0	Allocated 0.0 Picked 0.0 Shipped 0.0	$ XX.XX USD	$ X,XXX.XX USD	04/05/10
	Base Total						$ X,XXX.XX USD	

Century®
Formerly A. O. Smith Electrical Products Company

This report was generated by Regal Beloit EPC, Inc.
Copyright© 2012, Regal-Beloit Corporation - All Rights Reserved

All information in this document is proprietary and confidential.

2.2.6.2 Order Summary

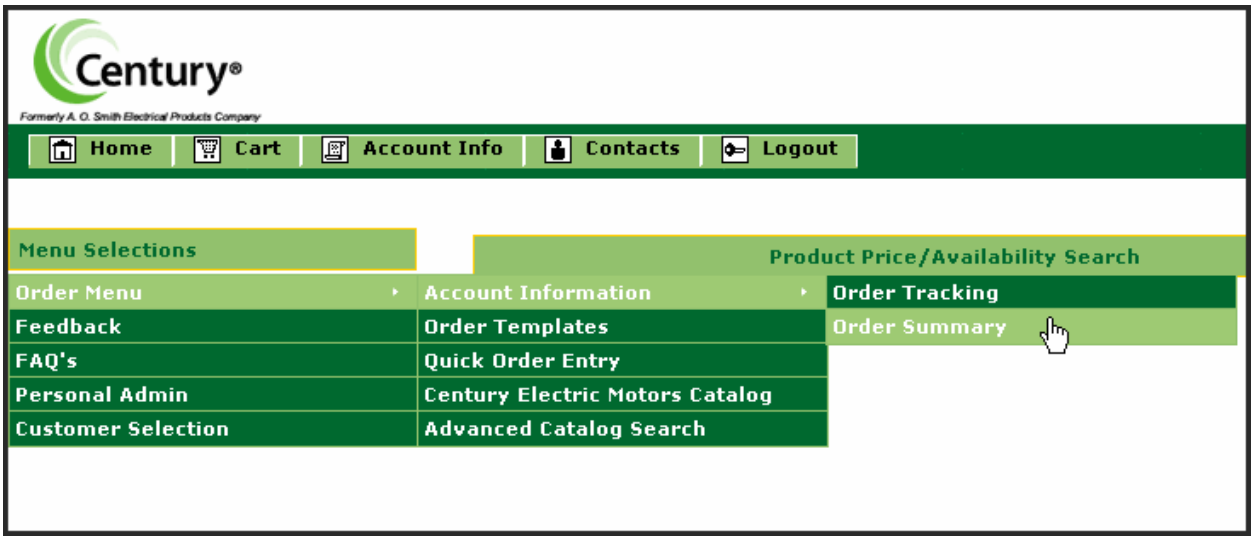
The purpose of this function is to conduct a comprehensive search for an order base on multiple levels of criteria including:

- Order number
- Order date
- Invoice number
- PO number
- Part number
- Customer part number
- Order status

To find an order using “Order Summary” follow the steps listed below.

- **Step 1:**
  To navigate to the Order Summary Search Page, start from the home page, use the navigation on the left of the screen and MOUSE OVER: “Order Menu” then MOUSE OVER: “Account Information” the CLICK ON: “Order Summary” as shown below in Figure 2.2.6-C.

Figure 2.2.6–C

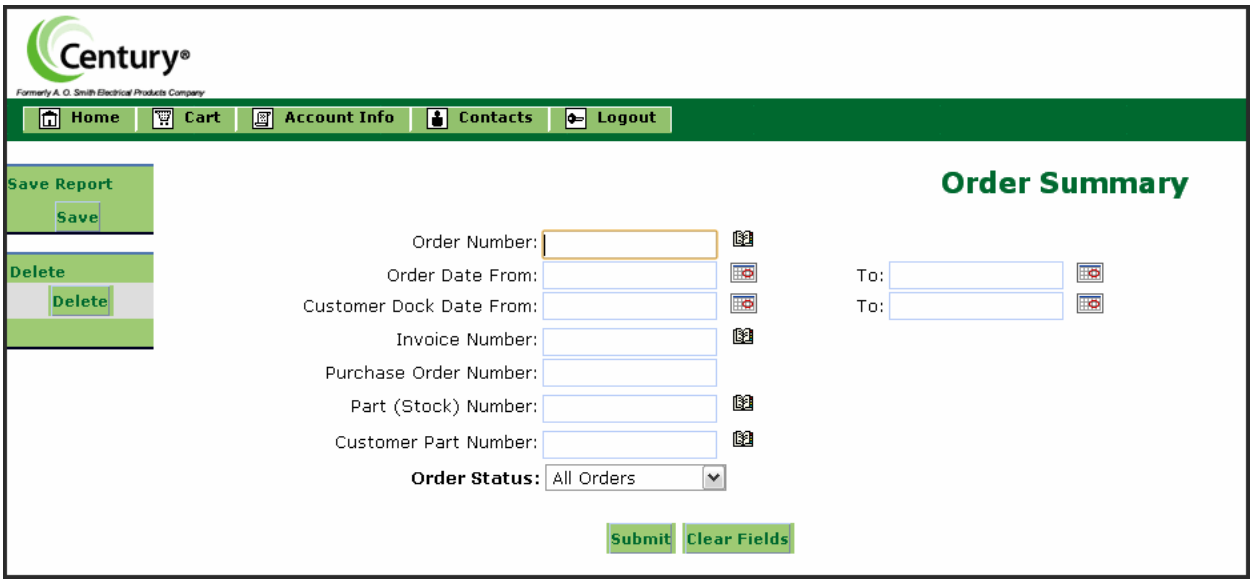


- **Step 2:**
  Use any of the criteria as seen below in Figure 2.2.6-D to conduct a search for an order. Search by order number, order date, invoice number, PO number, part number, customer part number, and order status or any combination of the criteria.

  After the search criteria is entered CLICK ON: “Submit”.

All information in this document is proprietary and confidential.

Figure 2.2.6–D

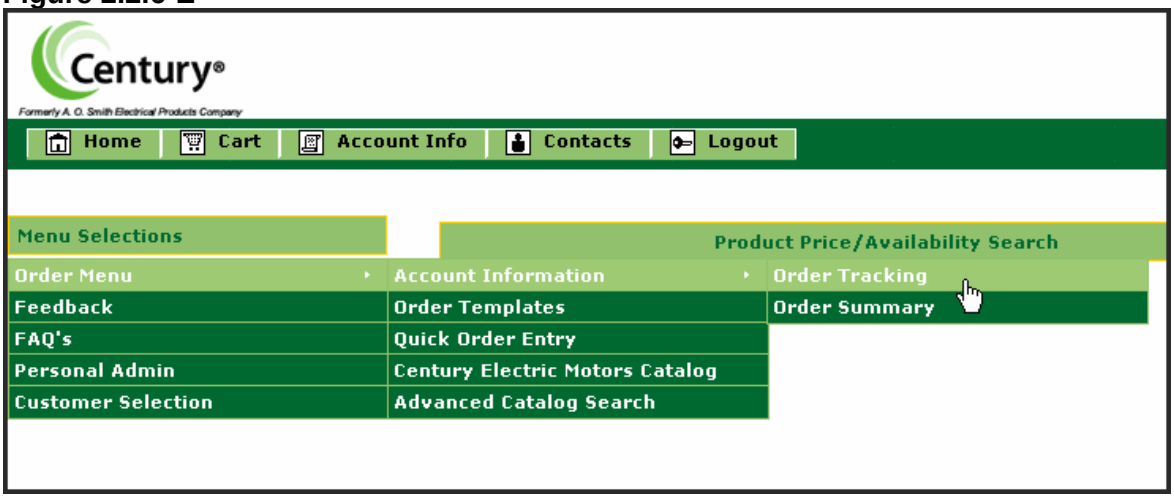


2.2.6.3 Track a Shipment

To track a shipment use the “Order Tracking” Report and follow the steps below.

1. To navigate to the Order Tracking page, start from the home page, use the navigation on the left of the screen and MOUSE OVER: “Order Menu” then MOUSE OVER: “Account Information” the CLICK ON: “Order Tracking” as shown below in Figure 2.2.6-E.

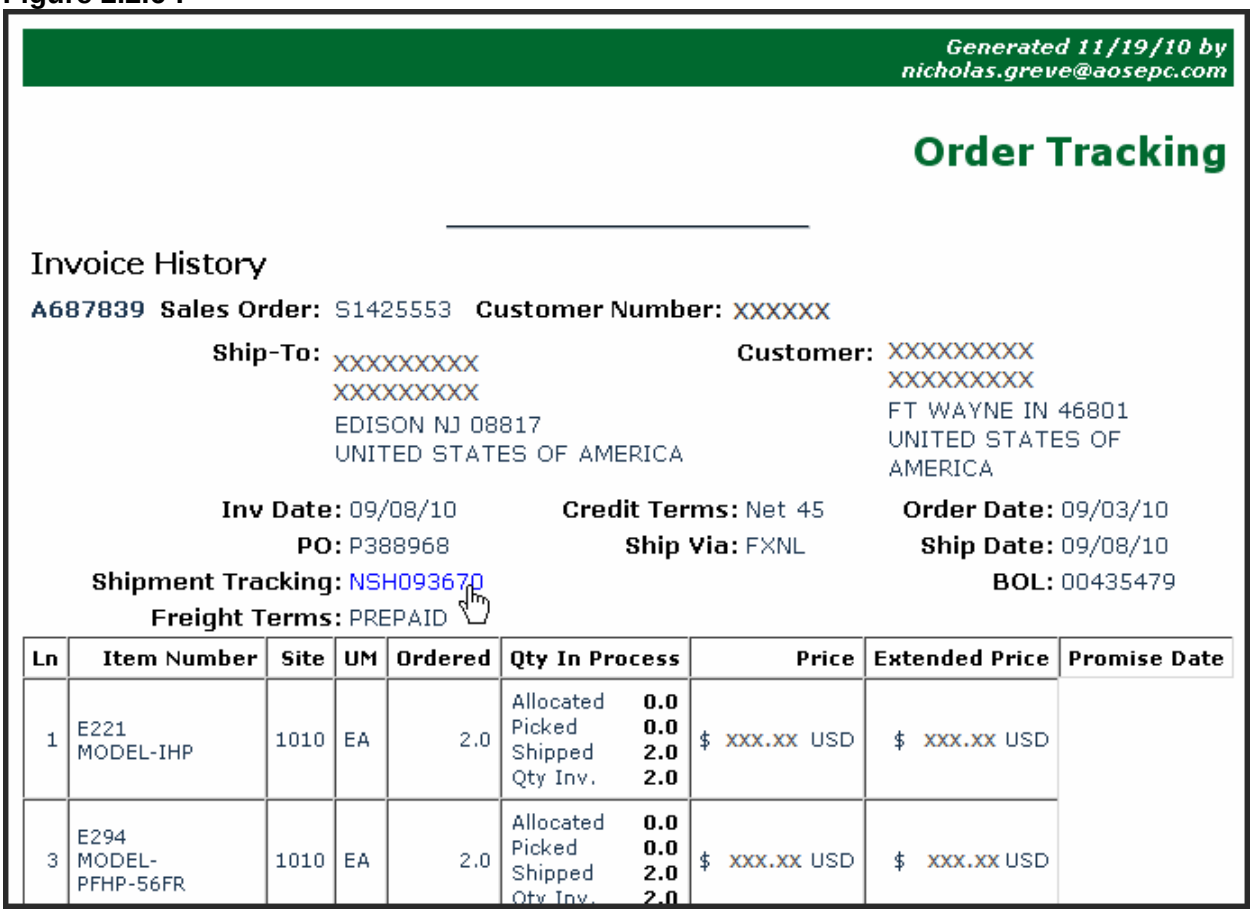
Figure 2.2.6-E



All information in this document is proprietary and confidential.

2. From the order detail view, as seen in Figure 2.2.6-F, CLICK ON: the “Shipment Tracking” number. The link will load a window from the freight carrier that includes the Tracking Information.

Figure 2.2.6-F



Generated 11/19/10 by nicholas.greve@aosepc.com

Order Tracking

Invoice History

A687839 Sales Order: S1425553 **Customer Number:** XXXXXX

Ship-To: XXXXXXXXX
XXXXXXXXX
EDISON NJ 08817
UNITED STATES OF AMERICA

Customer: XXXXXXXXX
XXXXXXXXX
FT WAYNE IN 46801
UNITED STATES OF AMERICA

Inv Date: 09/08/10 **Credit Terms:** Net 45 **Order Date:** 09/03/10
PO: P388968 **Ship Via:** FXNL **Ship Date:** 09/08/10
Shipment Tracking: NSH093670 **BOL:** 00435479
Freight Terms: PREPAID

Ln	Item Number	Site	UM	Ordered	Qty In Process	Price	Extended Price	Promise Date
1	E221 MODEL-IHP	1010	EA	2.0	Allocated 0.0 Picked 0.0 Shipped 2.0 Qty Inv. 2.0	$ XXX.XX USD	$ XXX.XX USD	
3	E294 MODEL-PFHP-56FR	1010	EA	2.0	Allocated 0.0 Picked 0.0 Shipped 2.0 Qty Inv. 2.0	$ XXX.XX USD	$ XXX.XX USD	

All information in this document is proprietary and confidential.

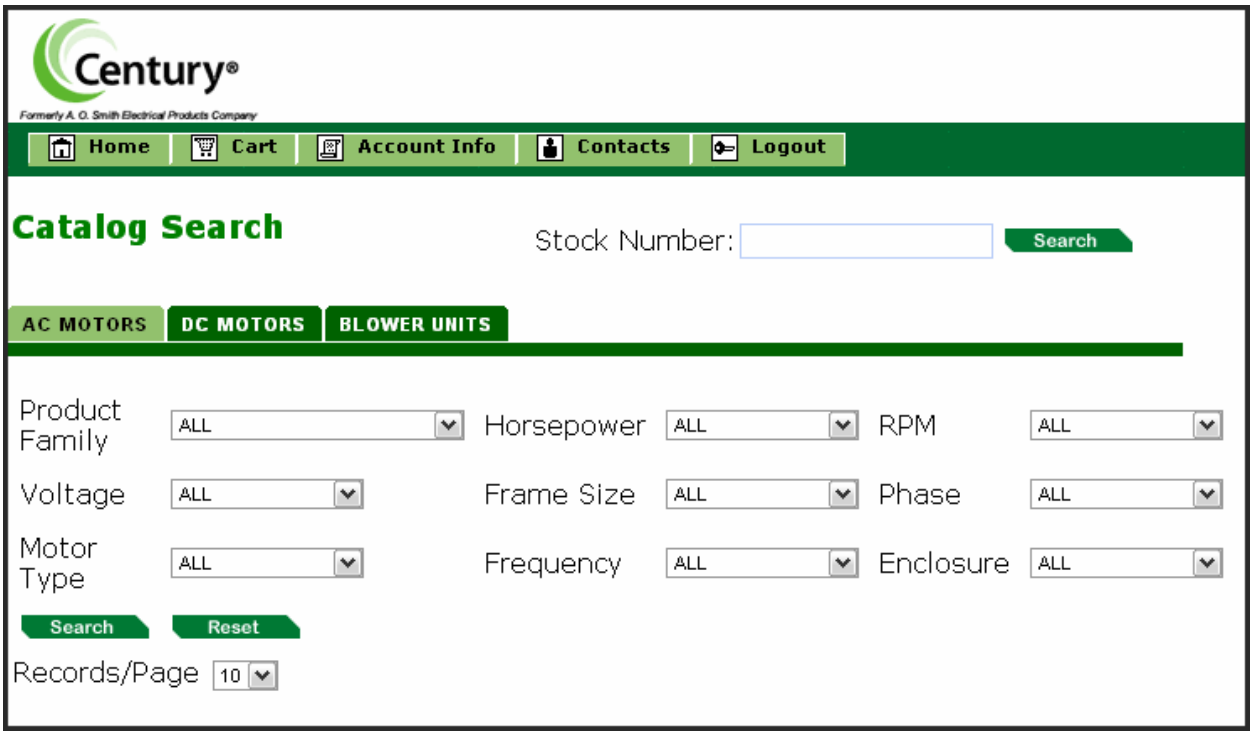
2.2.7 Advanced Search

Use the Advanced Search function to find items based on:

- Product family
- Horsepower
- Voltage
- RPM
- Frame size
- Phase
- Motor type
- Frequency
- Enclosure

MOUSE OVER: “Order Menu” and CLICK: the “Advanced Catalog Search” menu option displays the screen in Figure 2.2.7-A.

Figure 2.2.7–A



1. Use the Motor Type Tabs Labeled: “AC MOTORS”, “DC MOTORS”, “BLOWER UNITS”, “PARTS & ACCESSORIES” to select the motor type.

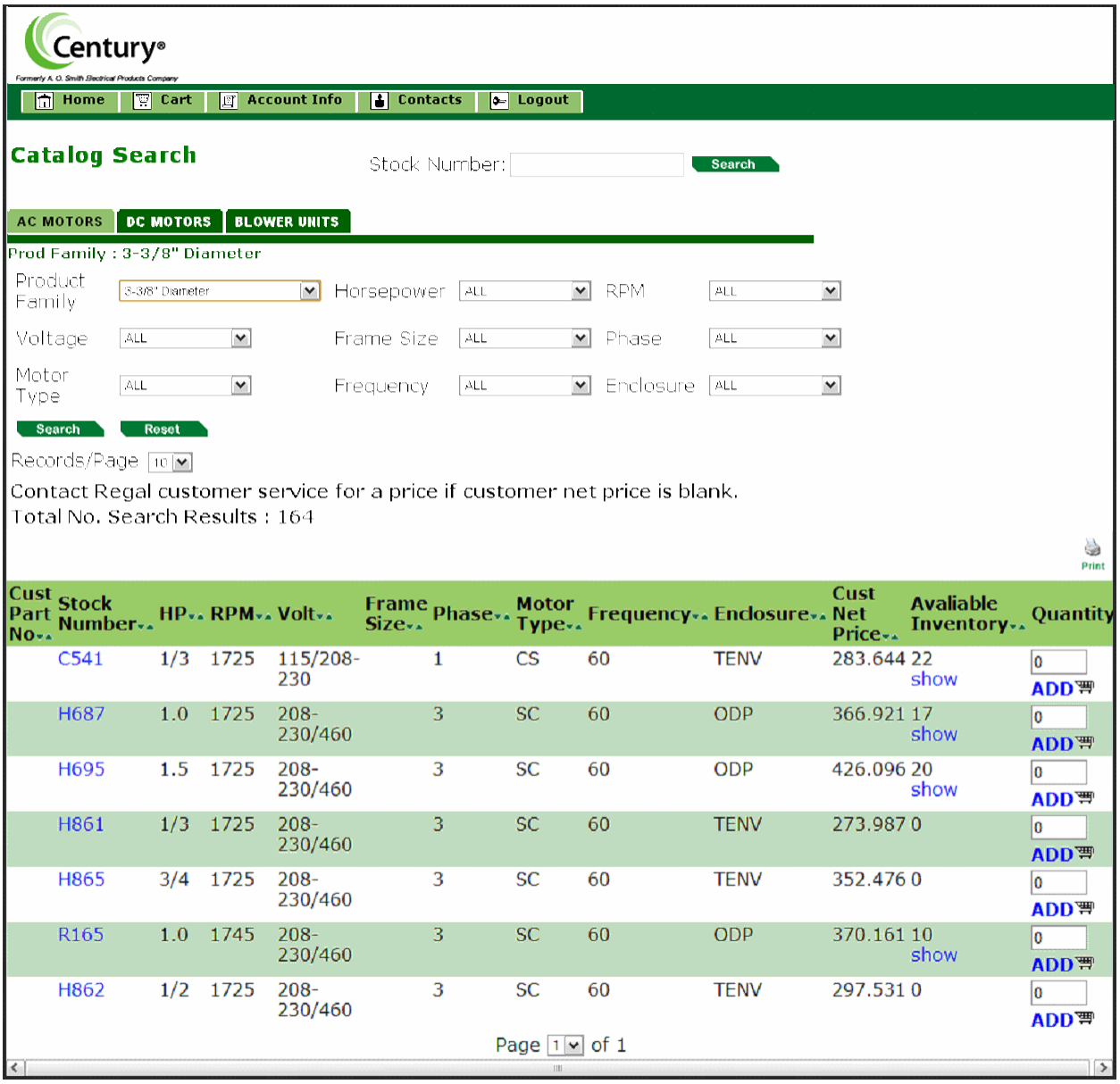
2. Select a motor attribute (ie. Product Family) to search by.

3. CLICK: “Search” displays results as seen below in Figure 2.2.7-B.

4. Repeat steps 2 and 3 to refine the search.Figure 2.2.7–B

All information in this document is proprietary and confidential.

Figure 2.2.7–C

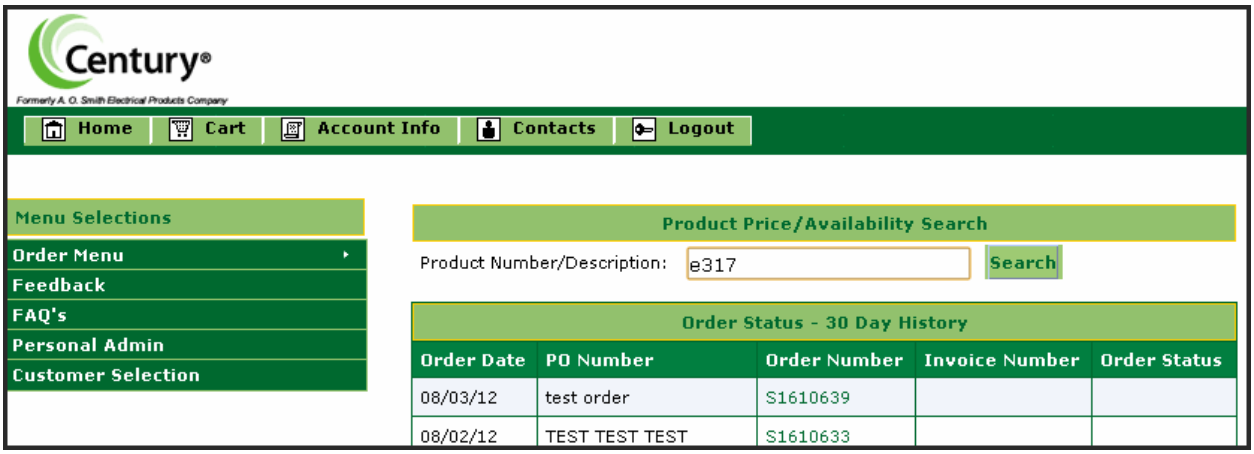


All information in this document is proprietary and confidential.

2.2.8 Check Inventory

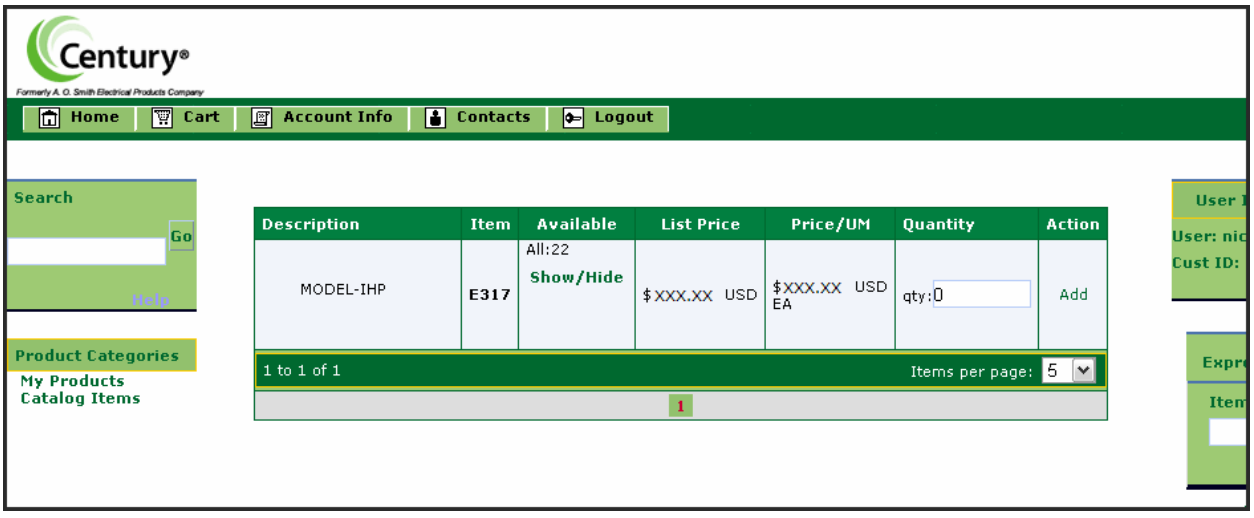
The purpose of this function is to check the inventory and availability of an item.
From the home page enter the product number in the “Product Number/Description” field as seen in Figure 2.2.8-A and CLICK ON: “Submit”.

Figure 2.2.8–A



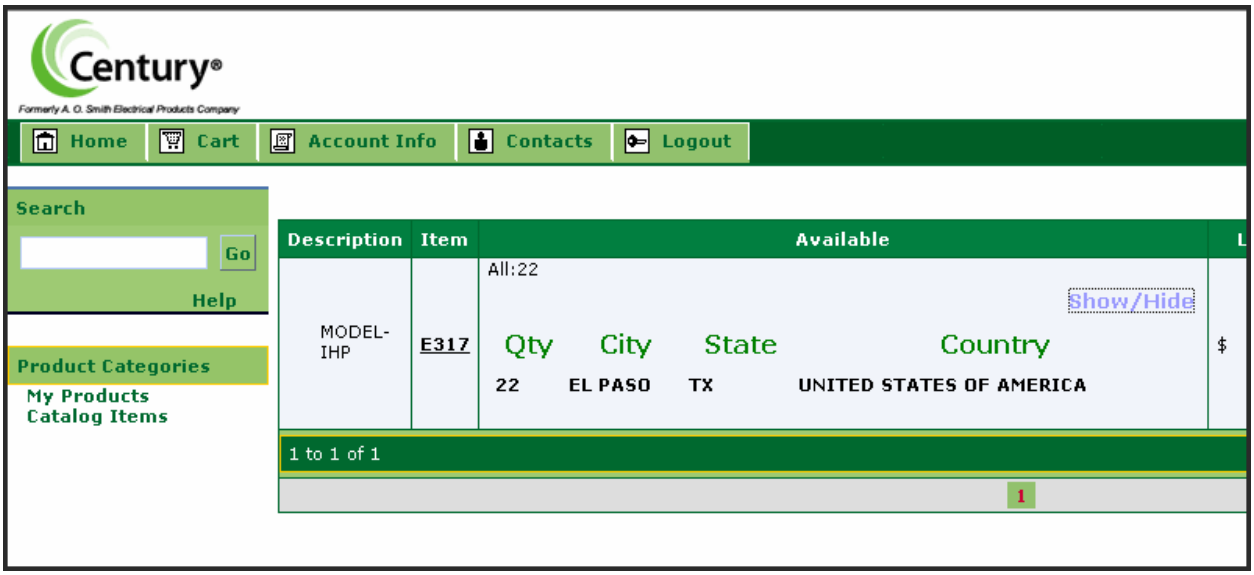
The search results will appear as seen below in Figure 2.2.8-B. To see detailed information of the available inventory on the item searched CLICK ON: “Show/Hide” beneath the available amount in the “Available” field. The field will then expand to show where the available inventory is located and the amount that is in that location as shown in Figure 2.2.8-C. Please note: Although it is possible to see the location of the inventory, it is not possible to specify from which location the user wishes to receive the available inventory. If available inventory exists in multiple locations, they all will appear in this window. CLICK ON: “Show/Hide” to hide the available inventory detail.

Figure 2.2.8–B



All information in this document is proprietary and confidential.

Figure 2.2.8–C



All information in this document is proprietary and confidential.

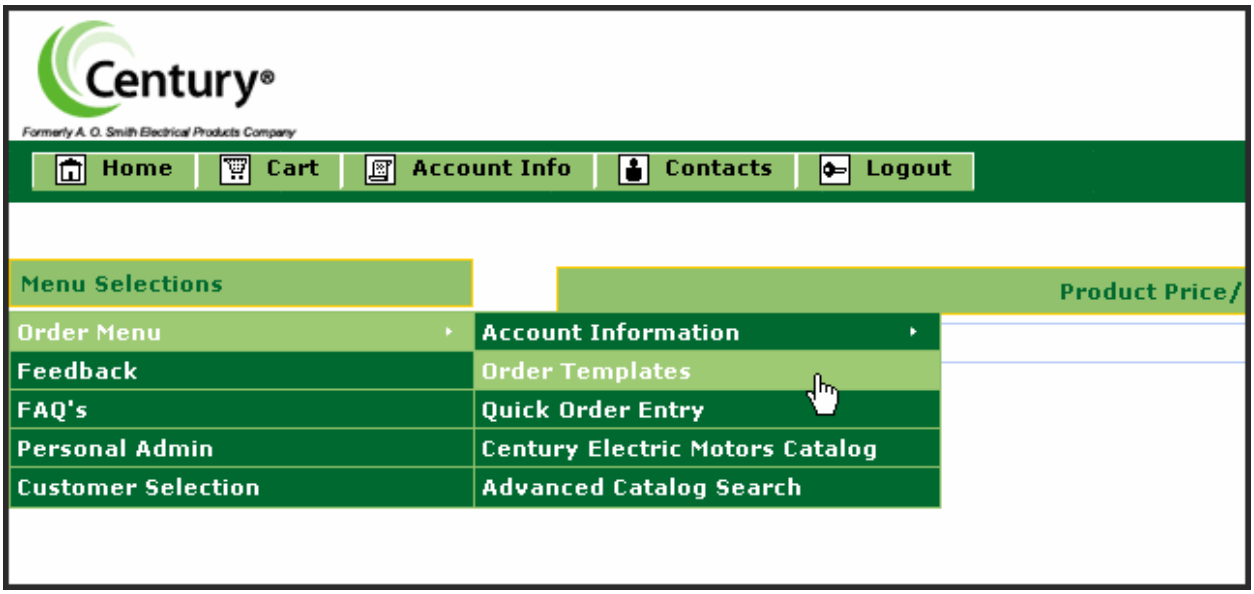
2.2.9 Generate Order from Template

This function allows web customers to generate an order from a template created at an earlier date. The purpose of this function is to make placing an order quicker and easier for parts that are ordered in a repetitive format or on a normal basis.

To generate an order from a template it is required to have successfully saved an order template as outlined in Section 2.2.4. If this has already been accomplished, follow the steps below to create an order from a template.

- **Step 1:**
  Navigate to the Order Templates as demonstrated below in Figure 2.2.9-A
  CLICK ON: “Order Templates” from “Order Menu” in the navigation on the left on the screen.

Figure 2.2.9–A



The list of the Order Templates that have been saved should appear as seen below in Figure 2.2.9-B.

- **Step 2:**
  CLICK ON: the “Select” button next to the name of the Template in which you wish to generate an order.

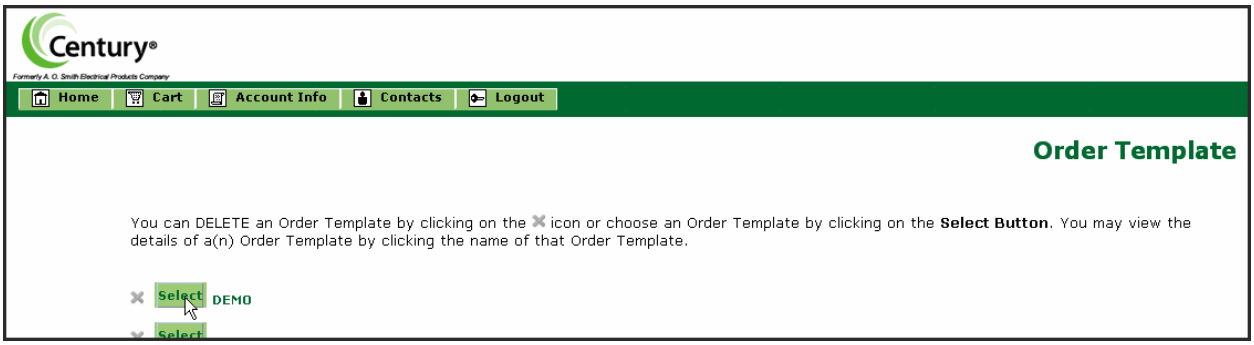
  In this case the Order Template is named “Demo” as seen below in Figure 2.2.9-B.

  Once the order template is selected the shopping cart will automatically populate with items saved in the order template.

  It is now safe to proceed with check out as outlined in Section 2.2.5.

All information in this document is proprietary and confidential.

Figure 2.2.9–B


Century
Formerly A. O. Smith Electrical Products Company
Home
Cart
Account Info
Contacts
Logout
Order Template
You can DELETE an Order Template by clicking on the icon or choose an Order Template by clicking on the Select Button. You may view the details of a(n) Order Template by clicking the name of that Order Template.
Select
DEMO
Select

All information in this document is proprietary and confidential.

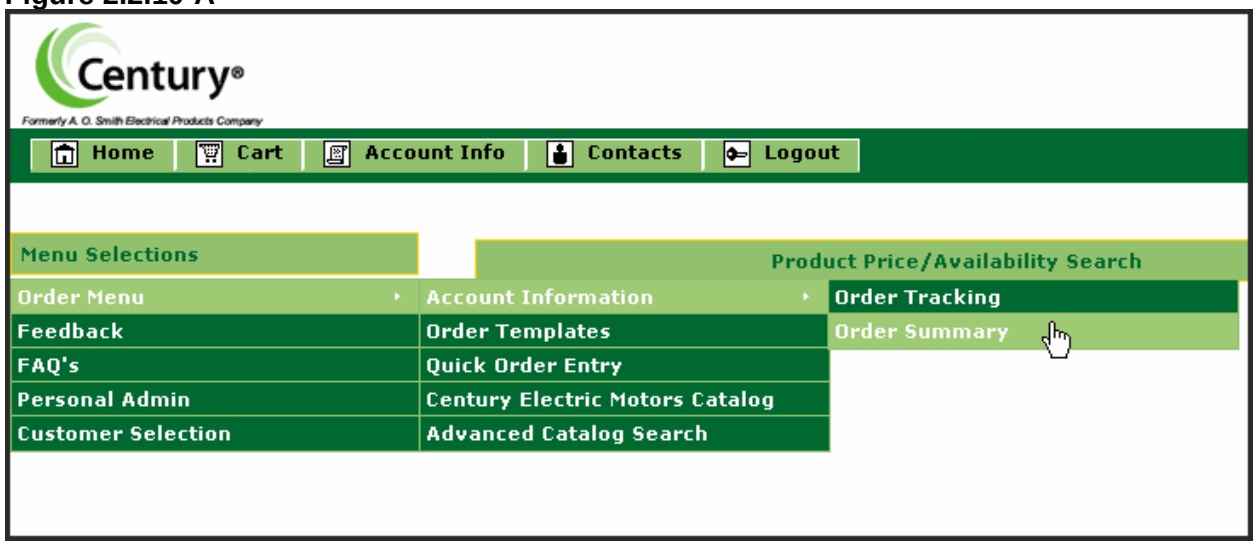
2.2.10 Copy an Existing Order

Use the “Copy Order” function to add all the items from an existing order to the shopping cart. Once the shopping cart has been populated items can be removed and quantities can be adjusted prior to checking out.

To copy an order follow the steps listed below.

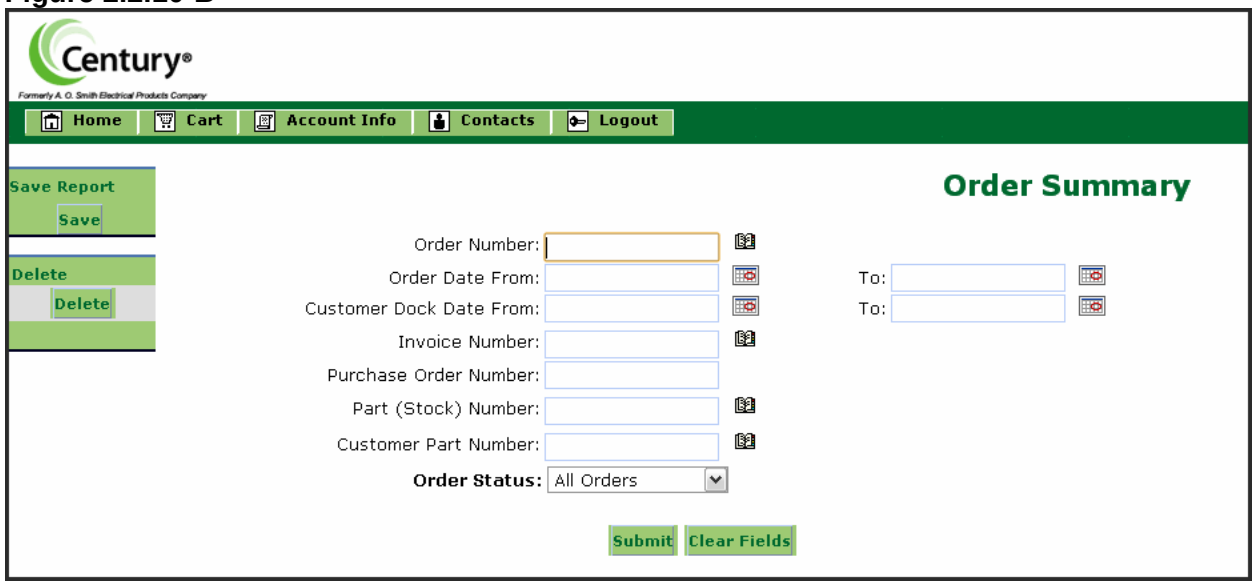
1. To navigate to the Order Summary Search Page, start from the home page, use the navigation on the left of the screen and MOUSE OVER: “Order Menu” then MOUSE OVER: “Account Information” the CLICK ON: “Order Summary” as shown below in Figure 2.2.10-A.

Figure 2.2.10-A



2. Find the order to copy using any of the search criteria in the Order Summary as seen in the figure below.

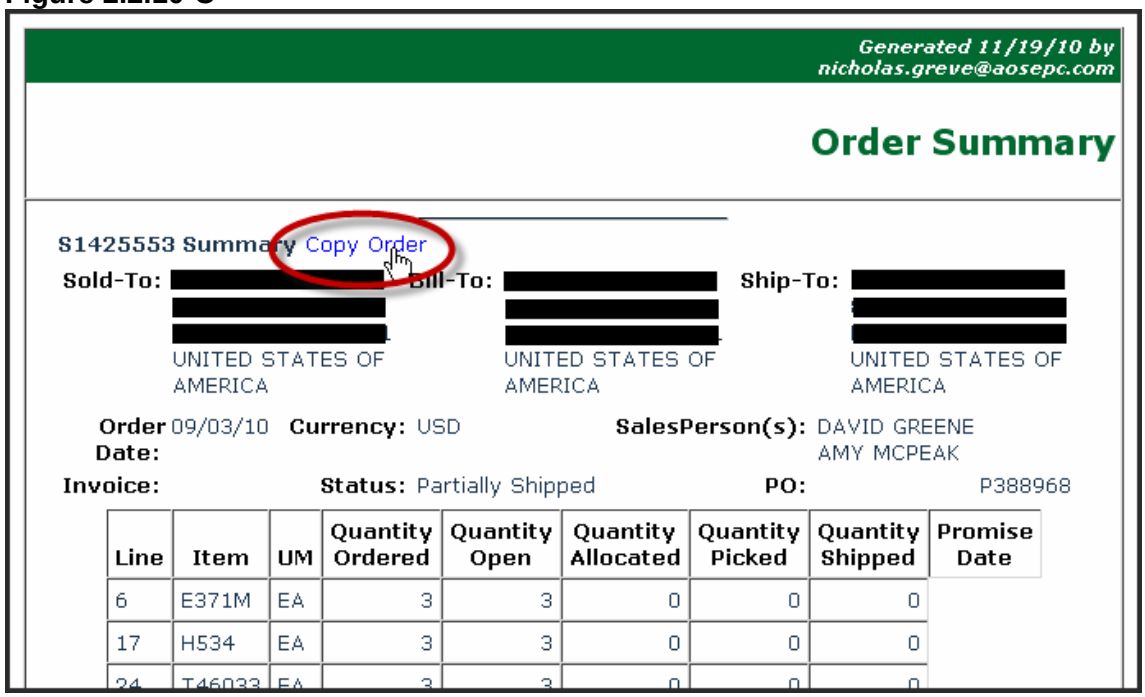
Figure 2.2.10-B



All information in this document is proprietary and confidential.

3. When the desired order to copy is found, CLICK ON: “Copy Order” located next to the order number as seen in Figure 2.2.10-C below.

Figure 2.2.10-C


Generated 11/19/10 by nicholas.greve@aosepc.com
Order Summary
S1425553 Summary Copy Order
Sold-To: [redacted]
UNITED STATES OF AMERICA
Bill-To: [redacted]
UNITED STATES OF AMERICA
Ship-To: [redacted]
UNITED STATES OF AMERICA
Order Date: 09/03/10
Currency: USD
SalesPerson(s): DAVID GREENE AMY MCPEAK
Invoice:
Status: Partially Shipped
PO: P388968
Line Item UM Quantity Ordered Quantity Open Quantity Allocated Quantity Picked Quantity Shipped Promise Date
6 E371M EA 3 3 0 0 0
17 H534 EA 3 3 0 0 0
24 T46033 EA 3 3 0 0 0

4. All the valid items from the order will be added to the cart and automatically redirect you to the cart to review. There you can remove items and change quantities before proceeding with checking out.

5. Once you have review the cart CLICK: the ”Check Out” button and complete the checkout process.

2.2.11 Suggested Replacement Items

Finding suggested replacement items may be done in multiple locations of the customer portal. Replacement items may be found when searching for an obsolete part number in all areas listed below.

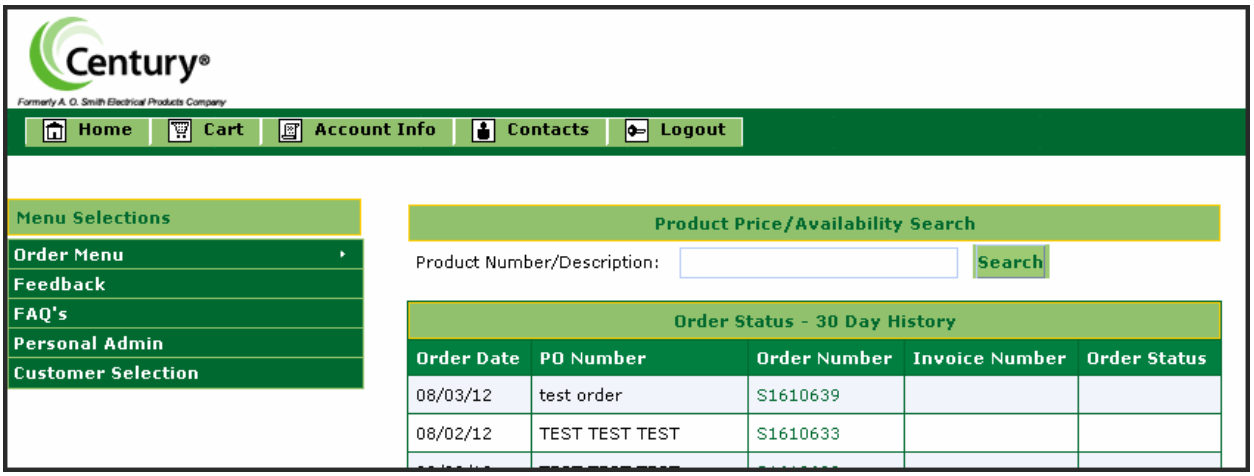
2.2.11.1 Find Suggested Replacements – Using Homepage Search

This method allows customers to find a suggested replacement for obsolete items while using the Product Price/Availability search from the Century Elelectric Motorshome page.

- **STEP 1:**
  From the home page; enter the obsolete product number in the “Product Number/Description” feld as seen in the figure below and CLICK ON: “Submit”.

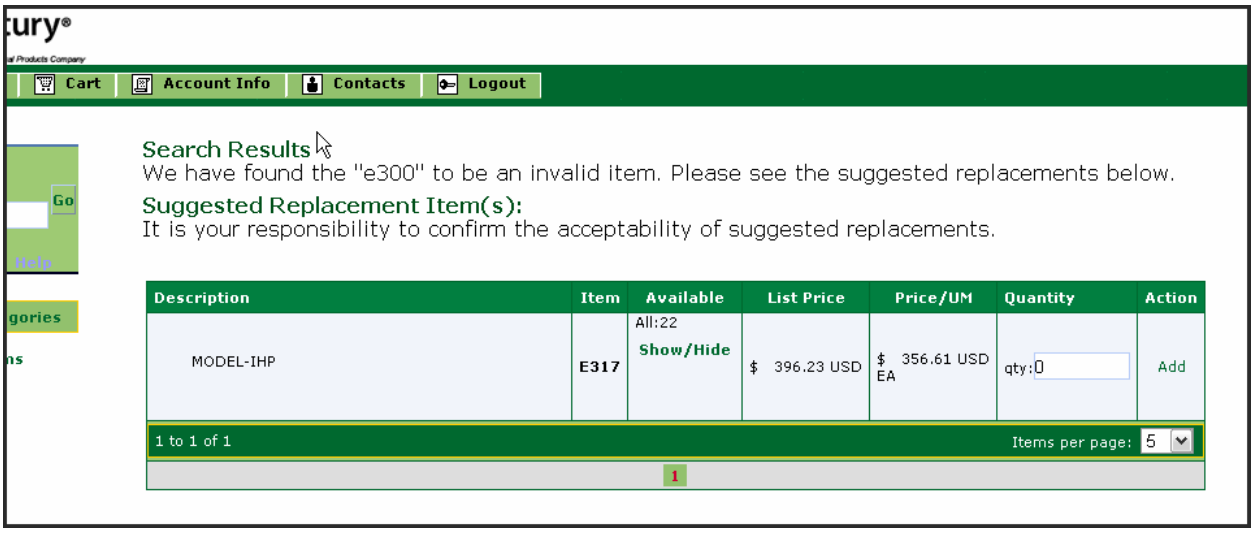
All information in this document is proprietary and confidential.

Figure 2.2.11–A



- **STEP 2:**
  If a suggested replacement is found, the results will display as illustrated in the screen shot below indicating that the search results contain a replacement for the item searched and provide the option to add the suggested replacement to the cart.

Figure 2.2.11–B



- **STEP 3:**
  Find the desired item to add to the cart and enter the desired quantity in the “Quantity” field and CLICK ON: “ADD”. **NOTE**: It is your responsibility to confirm the acceptability of suggested replacements. The items added to the cart should now be visible in the “Express Order” window on the right portion of the screen. When the Cart has been populated to the desired quantity, go to section 2.3.2 Cart Review to proceed with the Check Out Process.

All information in this document is proprietary and confidential.

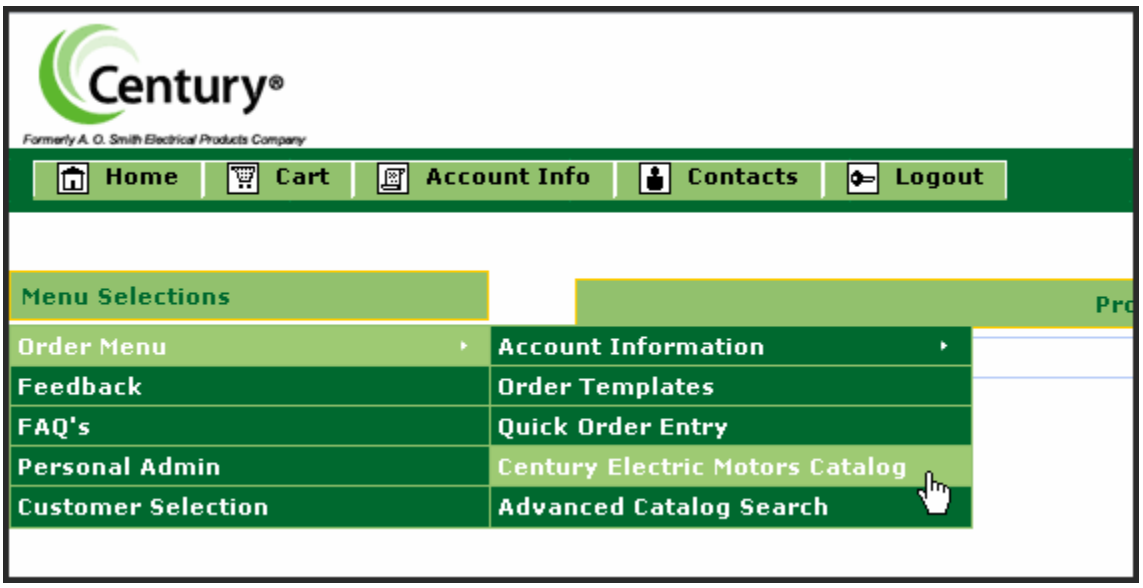
2.2.11.2 Find Suggested Replacements – Using Century Electric Motors Catalog

This method allows customers to find a suggested replacement for obsolete items while using the customer product catalog search.

- **STEP 1:**
  From the home page, navigate to the Catalog from the Menu Selections on the left of the screen.

  MOUSE OVER: “Order Menu” and CLICK ON: “Century Electric Motors Catalog” as seen below.

Figure 2.2.11–C



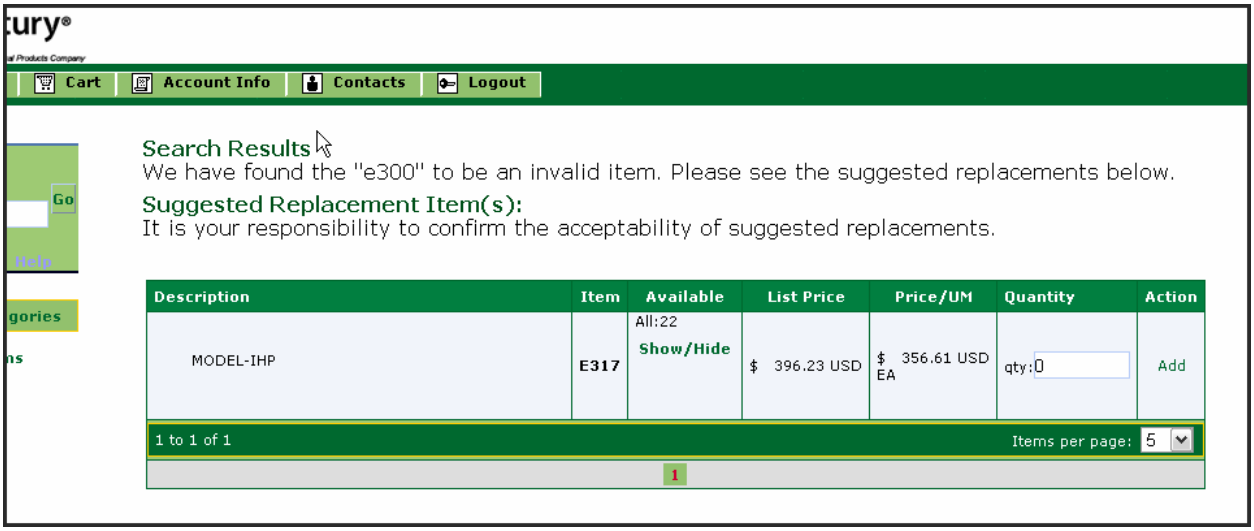
All information in this document is proprietary and confidential.

- **STEP 2:**
  Enter the obsolete product number in the “Search” Field as seen in the figure below and CLICK ON: “Go”.

Figure 2.2.11–D

- **STEP 3:**
  If a suggested replacement is found, the results will display as illustrated in the screen shot below indicating that the search results contain a replacement for the item searched and provide the option to add the suggested replacement to the cart.

Figure 2.2.11–E



All information in this document is proprietary and confidential.

- **STEP 4:**
  Find the desired item to add to the cart and enter the desired quantity in the “Quantity” Field and CLICK ON: “ADD”. **NOTE**: It is your responsibility to confirm the acceptability of suggested replacements. The items added to the cart should now be visible in the “Express Order” window on the right portion of the screen. When the Cart has been populated to the desired quantity go to section 2.3.2 Cart Review to proceed with the Check Out Process.

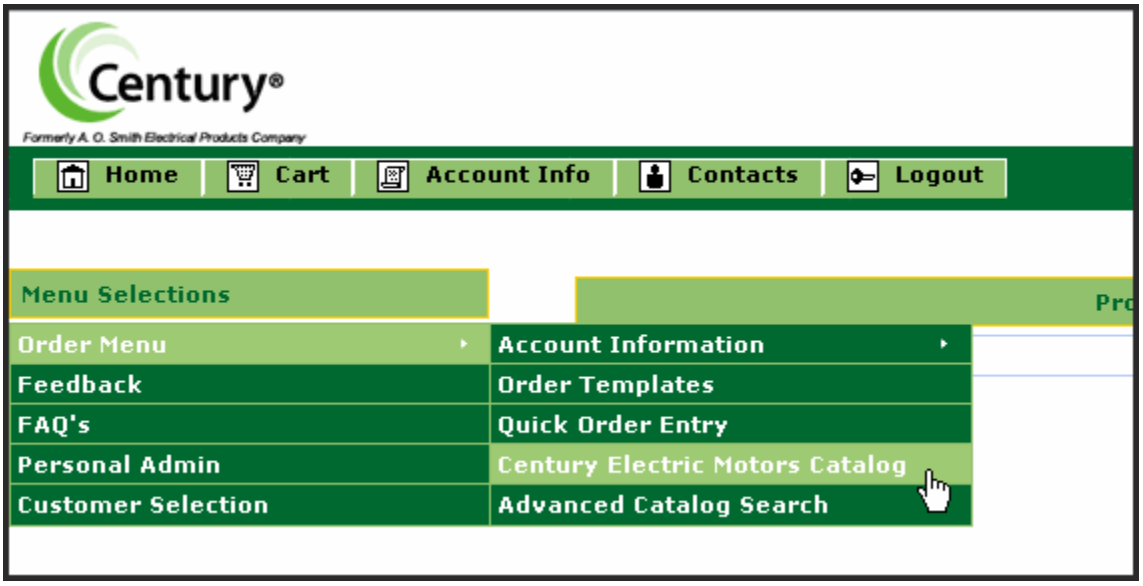
2.2.11.3 Find Suggested Replacements – Using Express Order Entry

This method allows web customers to quickly find a suggested replacement for obsolete items by entering a Stock Number or Customer Part Number within a tabular format, and then adding the list of parts to the shopping cart.

- **STEP 1:**
  From the home page, navigate to the Catalog from the Menu Selections on the left of the screen.

  MOUSE OVER: “Order Menu” and CLICK ON: “Century Electric Motors Catalog” as seen below.

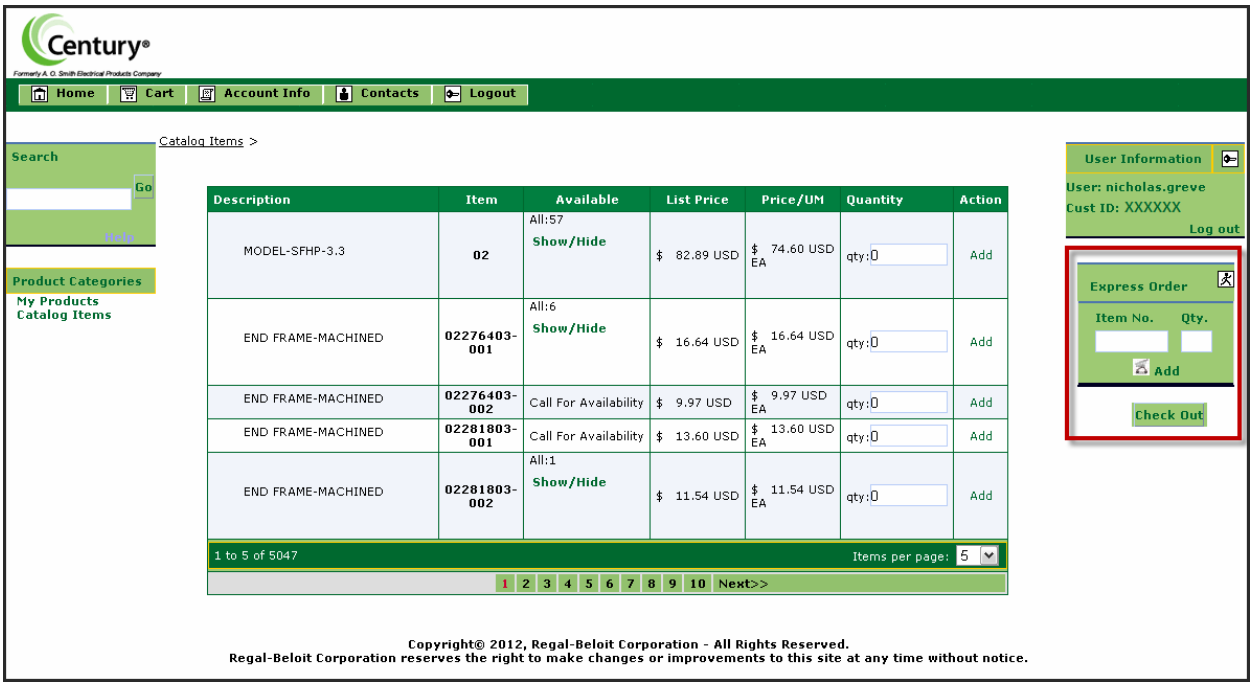
Figure 2.2.11–F



All information in this document is proprietary and confidential.

- **Step 2:**
  Locate the “Express Order Entry” widget on the right side of the screen as seen below. ENTER AN OBSOLETE ITEM NUMBER in the “Item No.” field then, ENTER A QUANTITY in the “Qty” field and CLICK ON: “ADD”.

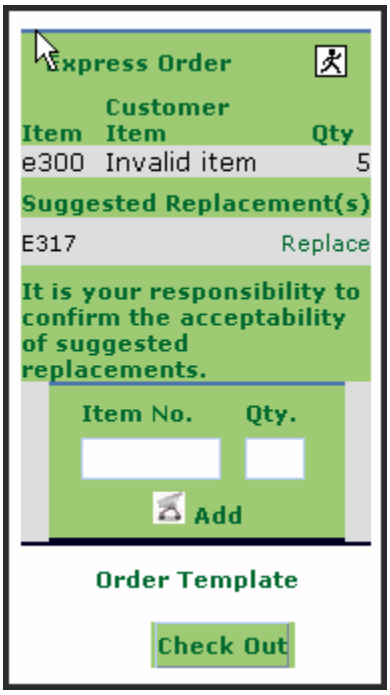
Figure 2.2.11–G



The page will immediately refresh and populate the “Express Order” widget with the invalid or obsolete item entered and quantity that was added. “Suggested Replacements(s)” will also appear below the invalid item. To select the suggested replacement, CLICK ON: “Replace” as seen in the Figure below.

All information in this document is proprietary and confidential.

Figure 2.2.11–H



An updated subtotal will also be visible when the replacement is selected.

Multiple items may be added to the shopping cart using the “Express Order” widget. When the Shopping Cart has been populated to the desired amount, proceed to section 2.3.2 Shopping Cart Review to proceed with the Check-Out Process.

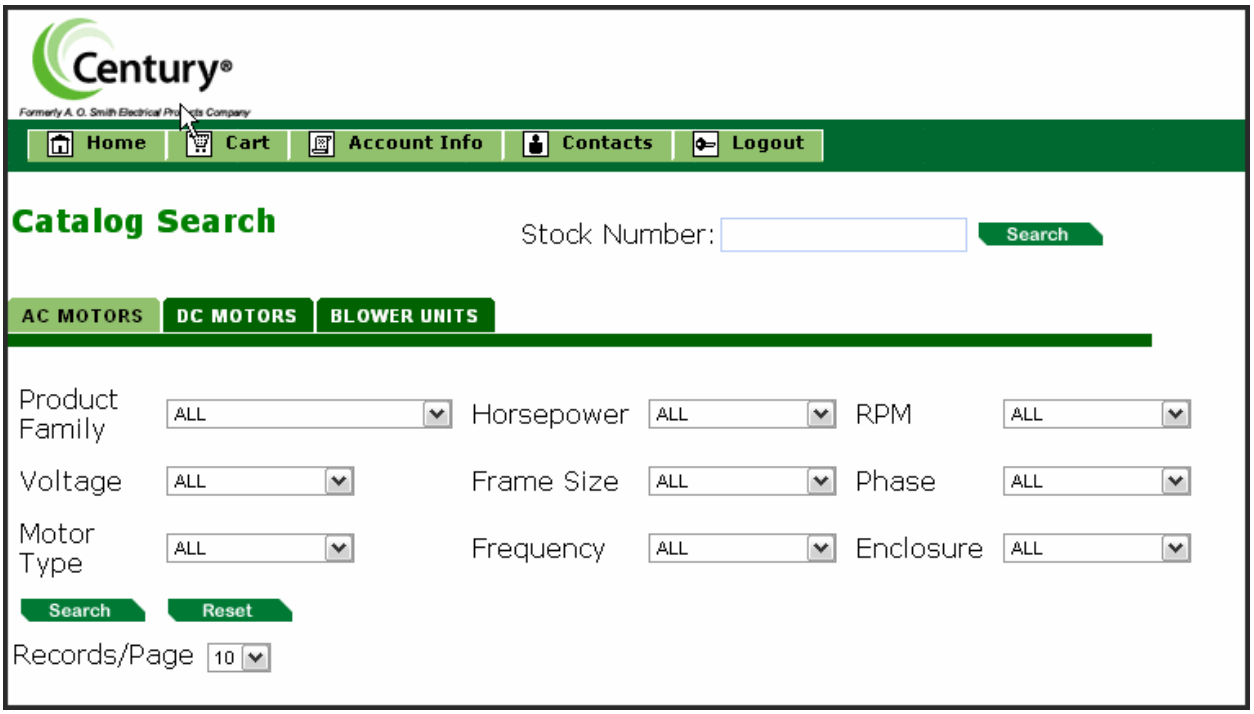
2.2.11.4 Find Suggested Replacements – Using Advanced Catalog Search

Use the Advanced Search function to find a suggested replacement for obsolete items to add to the cart using the “Stock Number” search field.

- **STEP 1:**
  Enter the obsolete product number in the “Stock Number” Field as seen in the figure below and CLICK ON: “Search”.

All information in this document is proprietary and confidential.

Figure 2.2.11–I

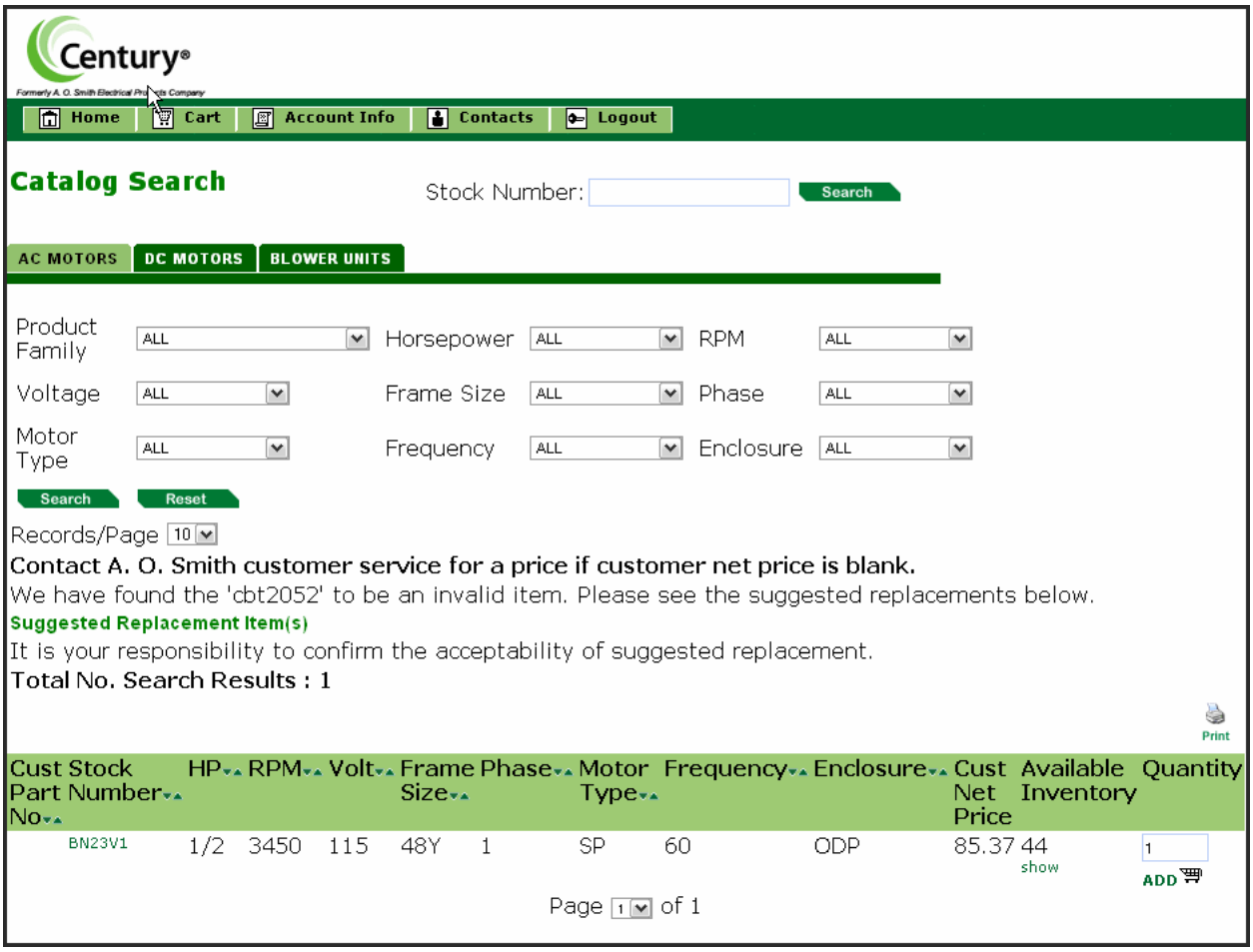


- **STEP 2:**
  If a suggested replacement is found the results will display at the bottom of the page as seen in the figure below, indicating that the search results contain replacement item(s) for the item searched and provide the option to add the suggested replacement to the cart.

- **STEP 3:**
  Find the desired item to add to the cart and enter the desired quantity in the “Quantity” Field and CLICK ON: “ADD”. **NOTE**: It is your responsibility to confirm the acceptability of suggested replacements. The items added should now be visible in cart. When the Cart has been populated to the desired quantity go to section 2.3.2 Cart Review to proceed with the Check Out Process.

All information in this document is proprietary and confidential.

Figure 2.2.11–J



2.2.11.5 Find Suggested Replacement – Using Quick Order Entry

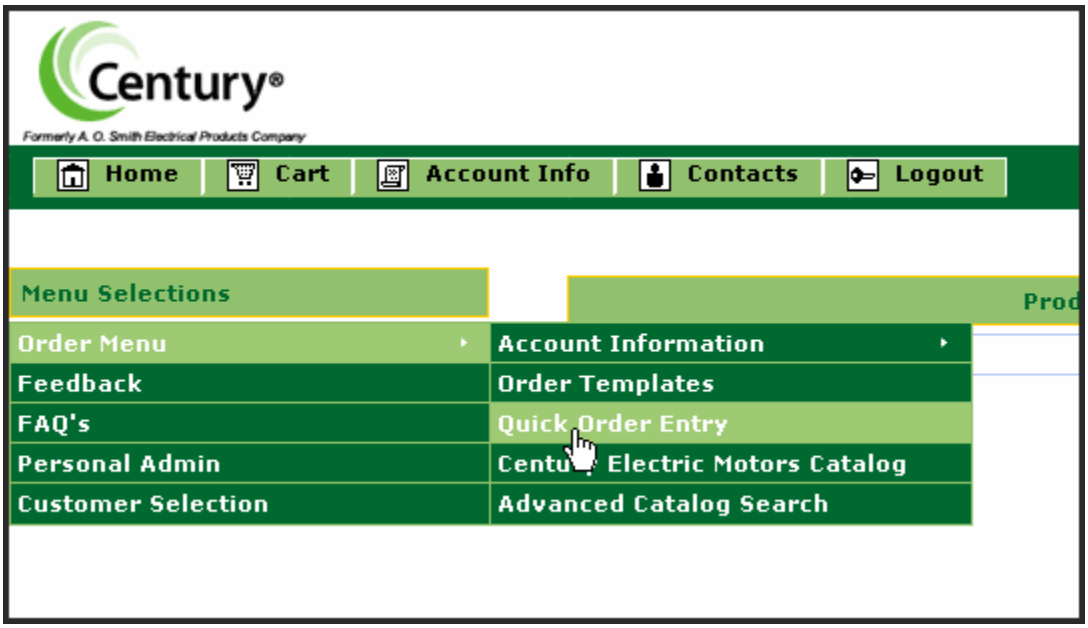
This method allows web customers to quickly add a suggested replacement for obsolete items by entering a Stock Number or Customer Part Number and quantity line by line, and then allows adding the entire list of items to the shopping cart at one time. This method of order entry does not allow for checking availability prior to entering an item. Quick order entry is meant for quickly entering multiple line items at a rapid pace and placing an order regardless of availability.

From the home page, navigate to “Quick Order Entry” from the Menu Selections on the left of the screen.

MOUSE OVER: “Order Menu” and CLICK ON: “Quick Order Entry” as seen in the figure below.

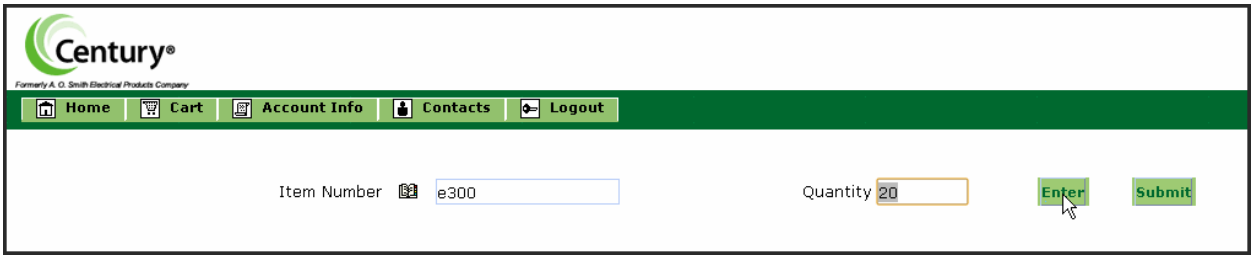
All information in this document is proprietary and confidential.

Figure 2.2.11–K



Enter the obsolete item and quantity you would like to order as seen in the figure below.

Figure 2.2.11–L



1. Enter an obsolete Item Number in the “Item Number” field.
2. Enter a quantity in the “Quantity” field.
3. CLICK: ”Enter”
4. CLICK: “Submit”
5. If a suggested replacement is found, the results will display at the bottom of the page as seen in the figure below, indicating that the search results contain replacement item(s) for the item searched and provide the option to add the suggested replacement to the cart.

All information in this document is proprietary and confidential.

Figure 2.2.11–M

6. To replace the obsolete or invalid item with the items found CLICK ON: “Replace”. **NOTE**: It is your responsibility to confirm the acceptability of suggested replacements. The items added should now be visible in cart.
7. CLICK: “Submit”
8. CLICK: “Cart” to proceed with the Check Out Process and go to section 2.3.2 Cart Review.

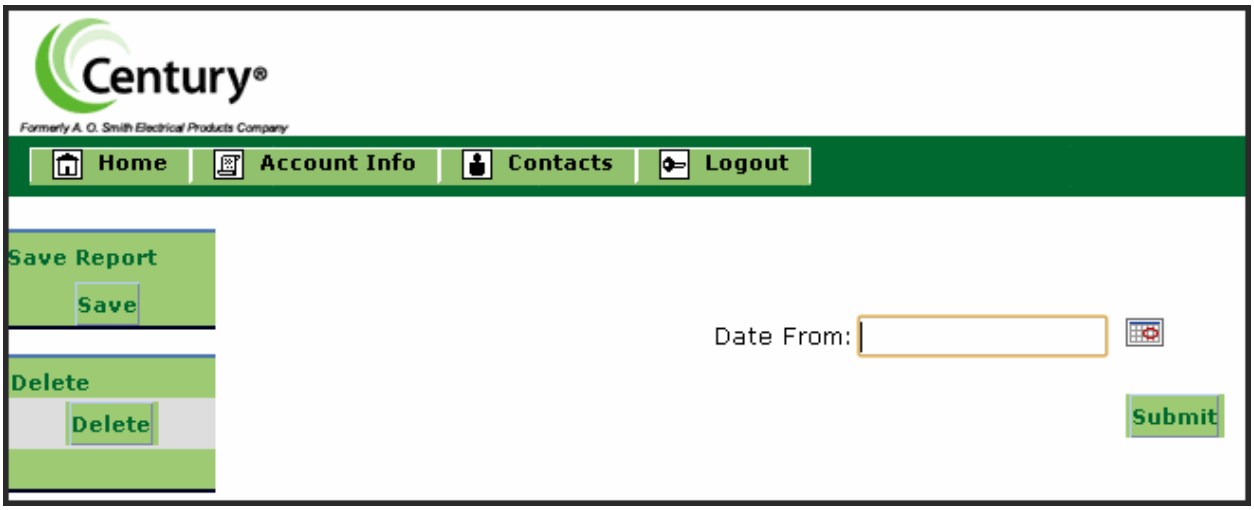
All information in this document is proprietary and confidential.

2.3 Account Information (Account Receivable Status)

Use Account Information to view detailed account status information.

From the Homepage MOUSE OVER: “Order Menu”, “Account Information” and CLICK: “Customer Credit” menu option.

Figure 2.3-A



The Customer Credit request screen lets users specify a date for which to view detailed credit information.

Note: This report only returns relevant data when logged in using a customer number ***containing*** “BT”

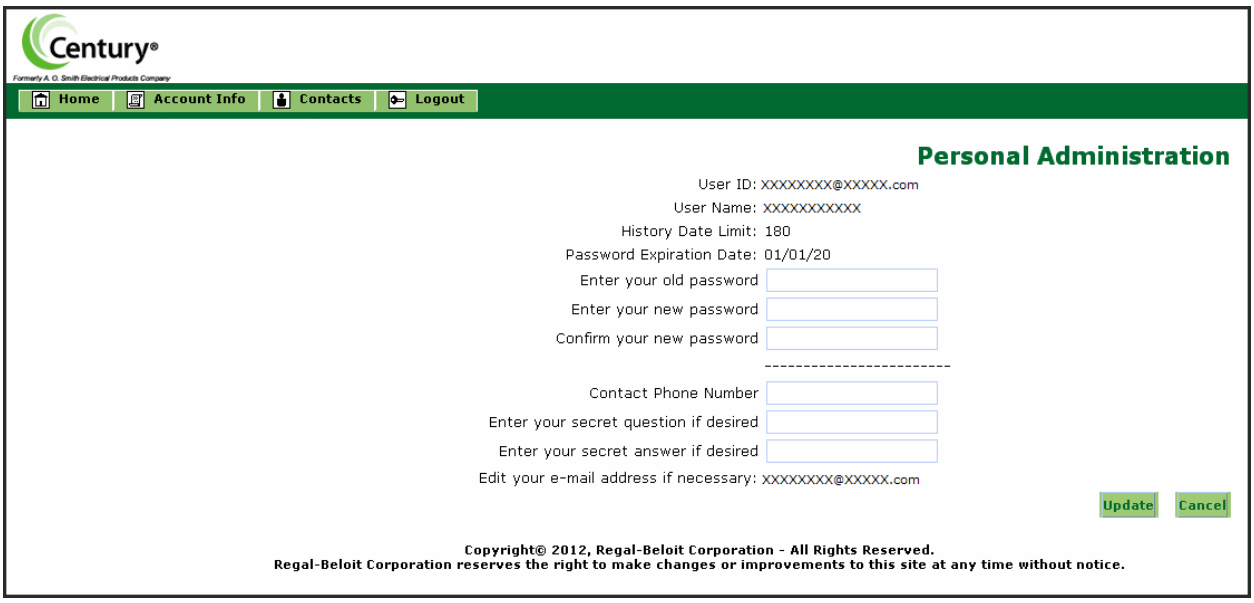
1. Select or input a date.

2. CLICK: “Submit” to generate the report according to the selection criteria.

All information in this document is proprietary and confidential.

2.4 Personal Admin

Use Personal Admin function to change personal information related to user account being used. A user can change their password, phone number, secret question and secret answer (used to retrieve forgotten password).


Century
Formerly A. O. Smith Electrical Products Company
Home
Account Info
Contacts
Logout
Personal Administration
User ID: XXXXXXXX@XXXXX.com
User Name: XXXXXXXXXXX
History Date Limit: 180
Password Expiration Date: 01/01/20
Enter your old password
Enter your new password
Confirm your new password
Contact Phone Number
Enter your secret question if desired
Enter your secret answer if desired
Edit your e-mail address if necessary: XXXXXXXX@XXXXX.com
Update
Cancel
Copyright© 2012, Regal-Beloit Corporation - All Rights Reserved.
Regal-Beloit Corporation reserves the right to make changes or improvements to this site at any time without notice.

2.5 Customer Selection

Use Customer Selection function to toggle between customer numbers to view either Order Management Data (for Sold-To data) or Accounts Receivable Data (for Bill-To, accounts receivable data).

1. Select the Customer Number as shown in Figure 2.5-A

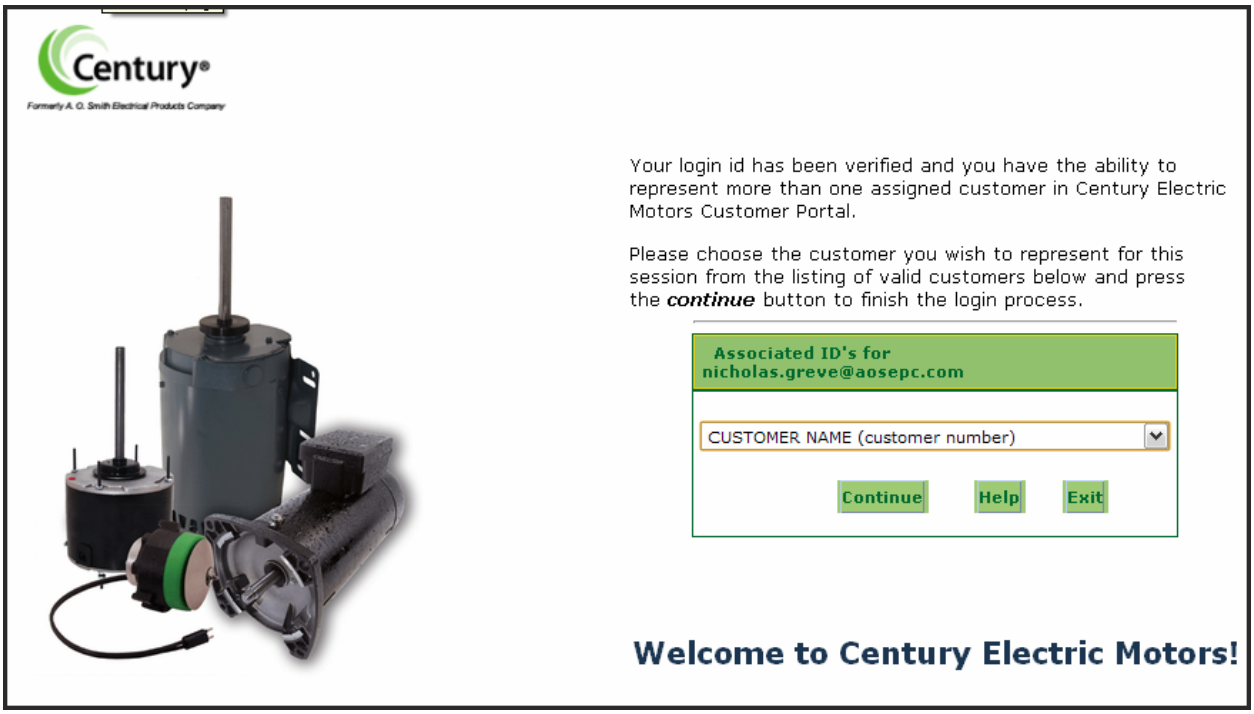
   Note: To access Order Management Data be sure to select the Customer Name and customer number that does ***not*** include a “BT” in the customer number.

   Note: To access Accounts Receivable Data be sure to select the Customer Name and customer number that ***includes*** a “BT” in the customer number.

2. CLICK: on “Continue”

All information in this document is proprietary and confidential.

Figure 2.5-A


Century
Formerly A. O. Smith Electrical Products Company
Your login id has been verified and you have the ability to represent more than one assigned customer in Century Electric Motors Customer Portal.
Please choose the customer you wish to represent for this session from the listing of valid customers below and press the continue button to finish the login process.
Associated ID's for nicholas.greve@aosepc.com
CUSTOMER NAME (customer number)
Continue
Help
Exit
Welcome to Century Electric Motors!

Then proceed to Section 2.2 Order Management or Section 2.3 Account Receivable Status for functional capability.

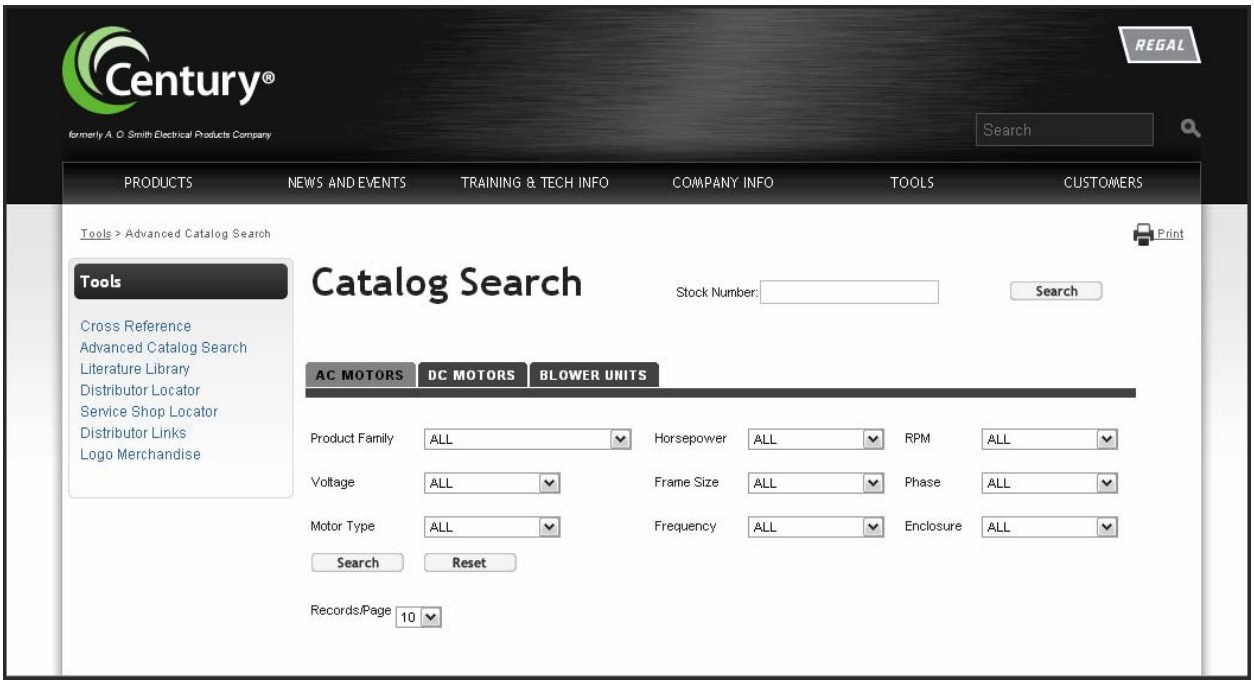
All information in this document is proprietary and confidential.

2.6 Public Catalog Search

Use the Catalog Search function to find items based on product family, horsepower, voltage, RPM, frame size, phase, motor type, frequency and enclosure.

From www.centuryelectricmotor.com CLICK: “Catalog” in the main navigation on the left to display the screen in Figure 2.6-A

Figure 2.6-A



1. Use the Motor Type Tabs Labeled: “AC MOTORS”, “DC MOTORS”, “BLOWER UNITS”, “PARTS & ACCESSORIES” to select the motor type.

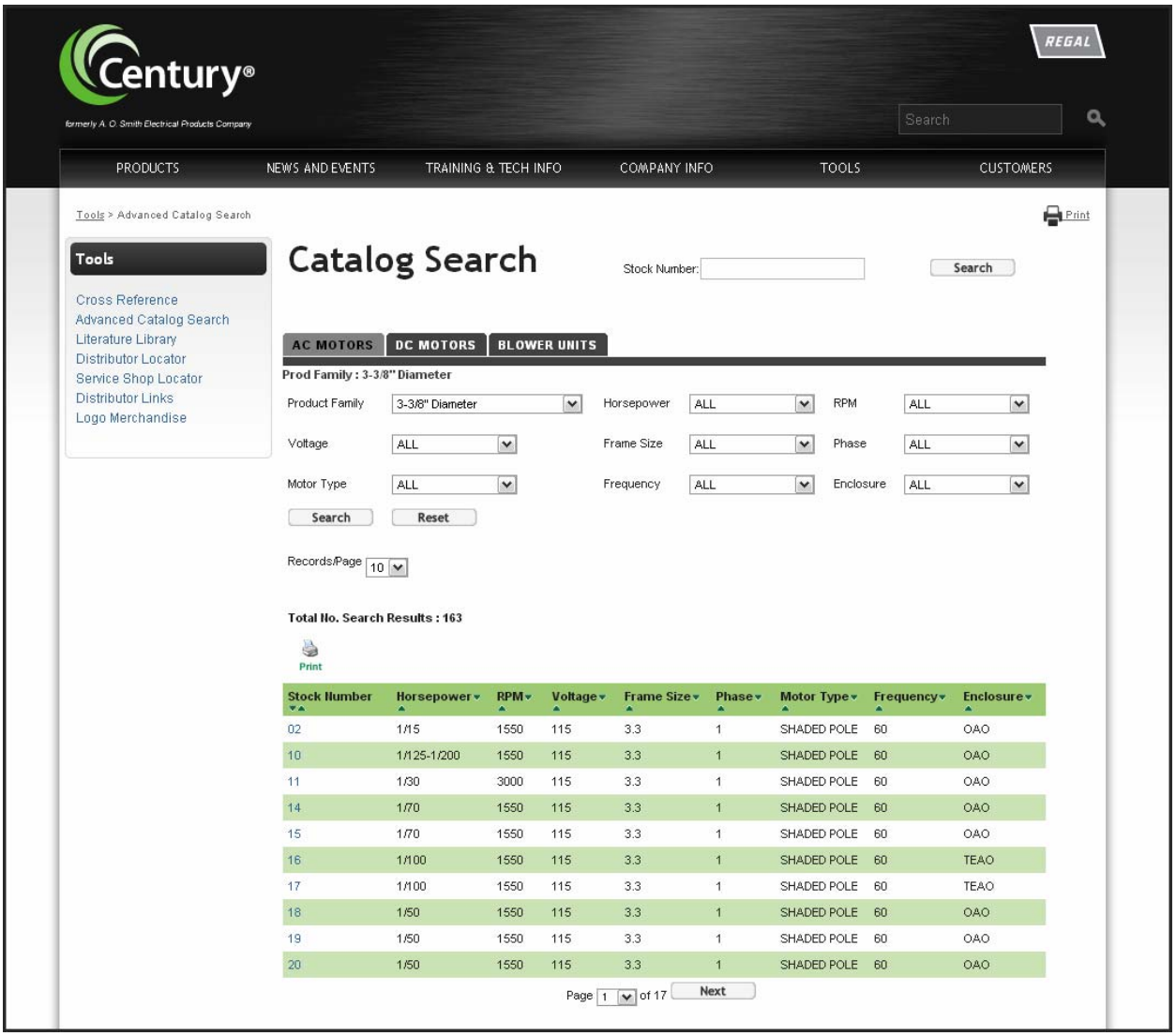
2. Select a motor attribute (ie. Product Family) to search by.

3. CLICK: “Search” displays results as seen below in Figure 2.6-B

4. Repeat steps 2 and 3 to refine the search.

All information in this document is proprietary and confidential.

Figure 2.6-B



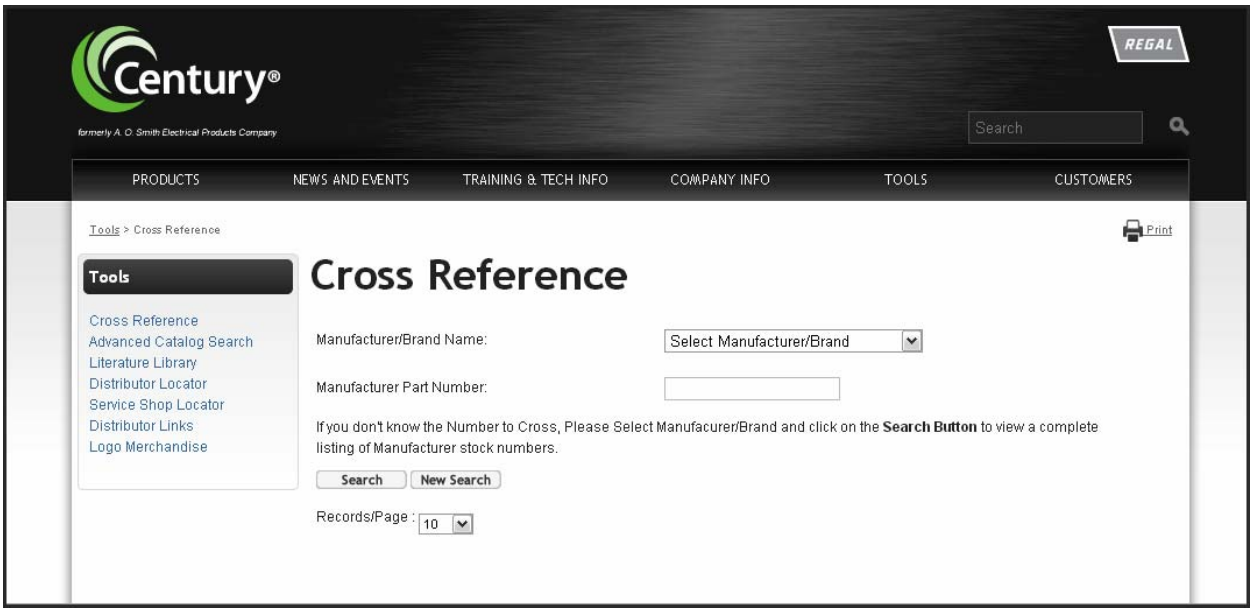
All information in this document is proprietary and confidential.

2.7 Cross Reference

Use the Cross Reference tool to identify compatible Century Electric Motors with other Manufacturer/Brand motors.

From www.centuryelectricmotor.com CLICK: “Cross Reference” in the main navigation on the left to display the screen in Figure 2.7-A

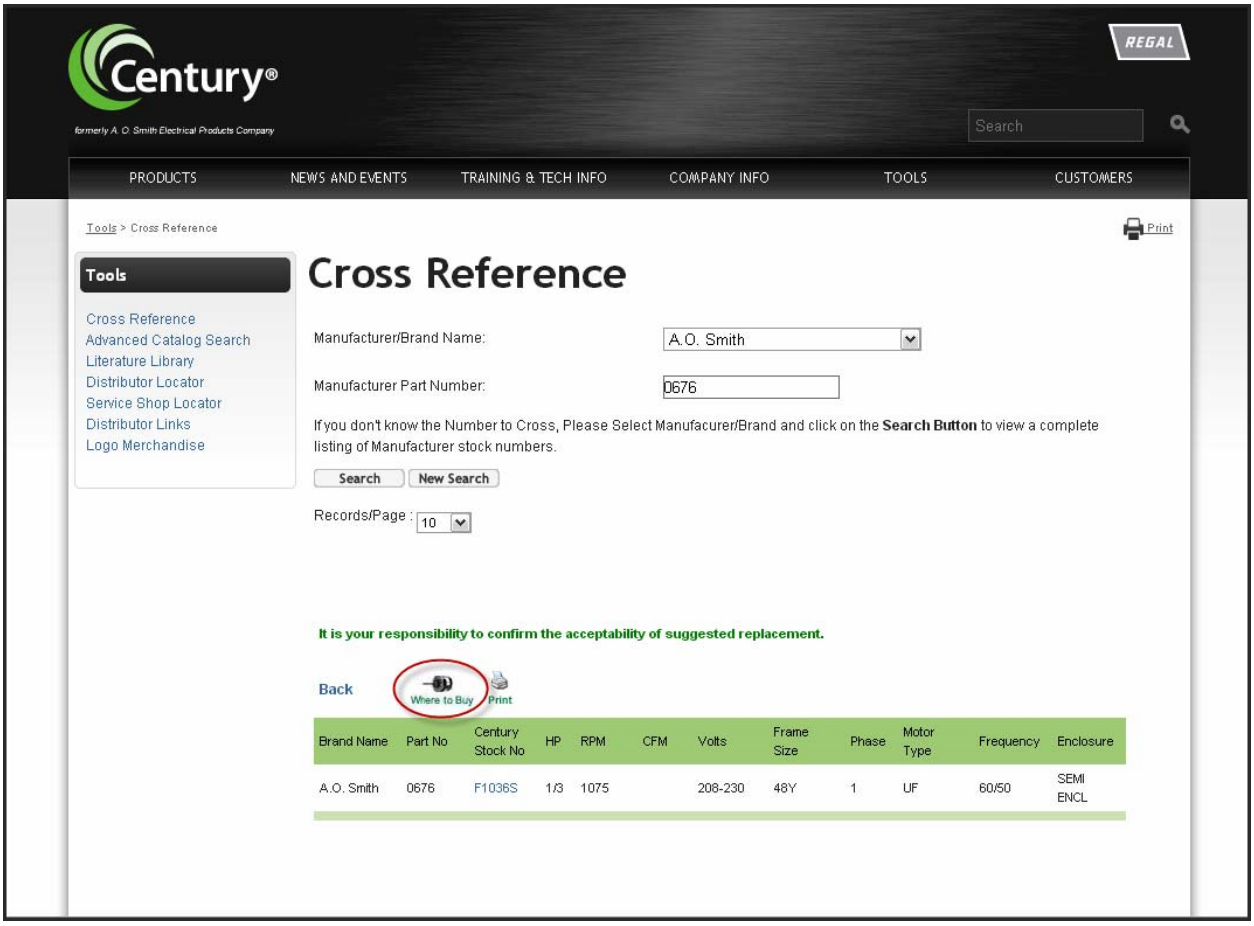
Figure 2.7-A



1. Select a Manufacturer/Brand Name from the drop list
2. Enter a Manufacturer Part Number
3. CLICK: “Search” to generate a list of possible compatible Century Electric Motors.

Figure 2.7-B

All information in this document is proprietary and confidential.



4. When a suggested replacement is found the item will be listed as seen in Figure 2.7-B. If the suggested replacement is desired click on the “Where to Buy” Icon listed above the item to find the Authorized Distributor near you.

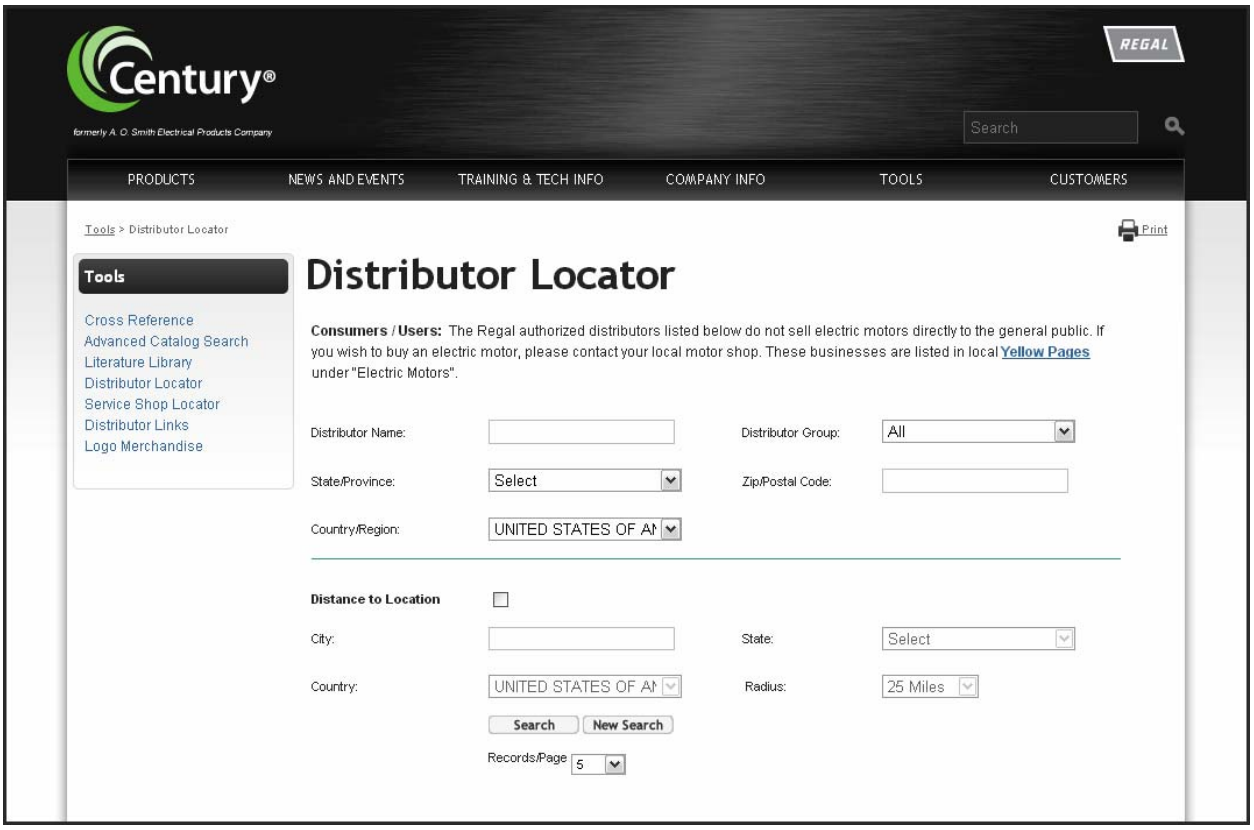
All information in this document is proprietary and confidential.

2.8 Distributor Locator

Use the Distributor Locator tool to locate a distributor based on country/region, state, zip code or the radius of a location.

From www.centuryelectricmotor.com CLICK: “Distributor Locator” in the main navigation on the left to display the screen in Figure 2.8-A

Figure 2.8-A



1. Enter either a distributor name, country/region, distribution group, state, zip code or location radius

2. CLICK: “Search” to generate a list of Century Distributors.

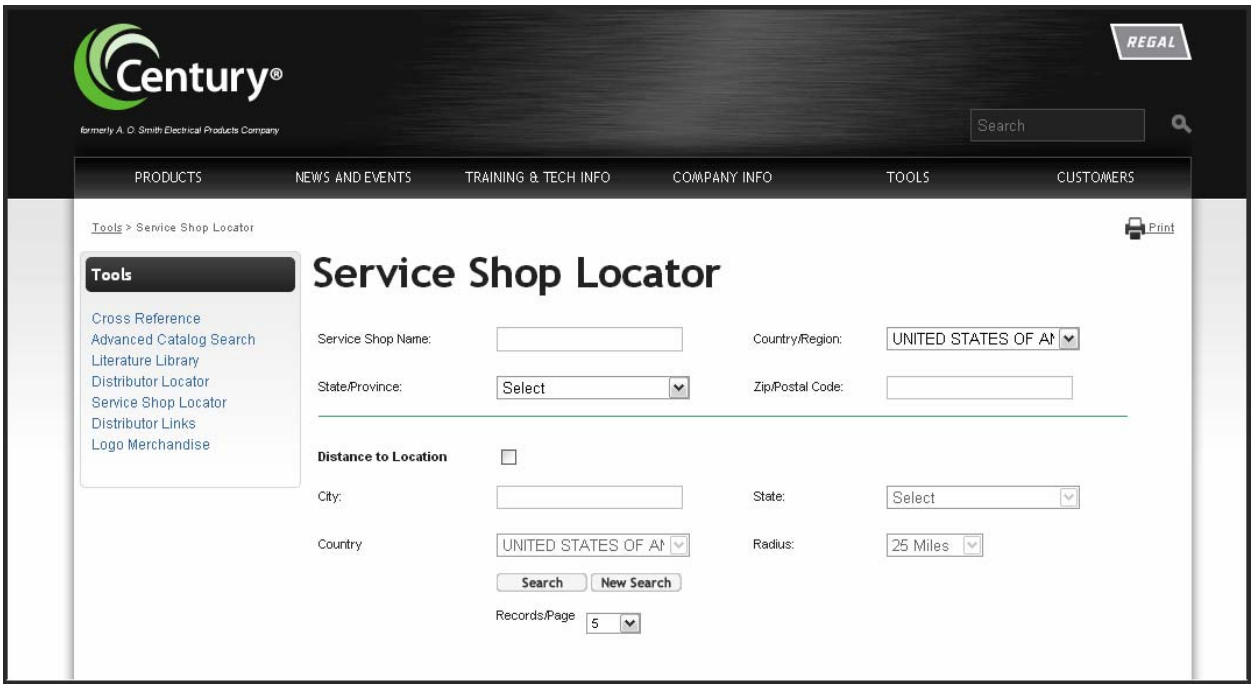
All information in this document is proprietary and confidential.

2.9 Service Shop Locator

Use the Service Shop Locator tool to locate a service shop based on name, country/region, state, zip code or the radius of a location.

From www.centuryelectricmotor.com CLICK: “Service Shop Locator” in the main navigation on the left to display the screen in Figure 2.9-A

Figure 2.9-A



1. Enter either a service shop name, country/region, state, zip code or location radius

2. CLICK: “Search” to generate a list of Century Service Shops.

All information in this document is proprietary and confidential.

All information in this document is proprietary and confidential.

3 ERROR HANDLING

Errors should be reported to either:

Gary Thompson - Web Administrator gary.thompson@regalbeloit.com
Nick Greve – eCommerce Specialist nicholas.greve@regalbeloit.com

All information in this document is proprietary and confidential.